

Town of Rocky Hill, Connecticut



**2014-2015
Proposed Annual Budget**



Town of Rocky Hill

March, 2014

Mayor Vasel and Members of the Rocky Hill Town Council:

The following is the Town Manager's Proposed Budget for 2014-2015. Included in this budget is funding for all day kindergarten so that the Town can provide this for the school year starting September 2014, for two School Resource Officers for school security, and for the Town to upgrade its Information Technology equipment and systems. The Facilities budgets for the Town and School buildings were set up with the possibility that the school facilities budget could be transferred from the Town budget and become part of the Board of Education budget allocation. The Debt Service budget is starting to grow with the increase of interest expense associated with the issuance of Bonds Anticipated Notes (BANS) to fund the voter approved referendum projects.

The October 2013 net taxable grand list is \$1,990,101,890, a decrease of 7.95% over the October 2012 grand list. This decrease is the result of implementing a state mandated revaluation that is required every 5 years. With this grand list decrease and a tax collection rate of 99.00%, the proposed mill rate for the 2014-2015 Proposed Budget is 31.0 mills.

The 2014-2015 Proposed Budget provides funding for the operation of all town departments, boards and commissions and the Rocky Hill Board of Education. The total budget for all town departments, boards and commissions is \$31,297,579 which is an increase of \$1,994,357, or 6.8%, from last year. Capital Improvements is \$4,079,356; an increase of \$462,229 or 12.8% over last year. Debt service has increased by \$374,800 for an increase of 22.3% over last year. The Board of Education budget allocation is \$33,459,389 which is an increase of \$1,799,795, or 5.7%, over last year. The Proposed Budget totals \$70,894,850 which is a 7.0% increase over last year.

My appreciation goes to all the town staff that assisted in the preparation of this Proposed Budget. I look forward to working with the Mayor and members of the Town Council to develop a budget that will meet the needs of the community.

Yours truly,

John Mehr
Finance Director

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

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**Town of Rocky Hill
2014-15 Proposed Budget
Executive Summary**

Personnel

Full Time net increased to 157 from 153 in the 2013-14 Budget.

1. Increase in: Police Department – Records/Communication (1 FTE) and Uniform Patrol (3 FTE); Parks – Grounds (0.6 FTE) and Custodial – Town Services (0.4 FTE)
2. Decrease in: Youth Services (1 FTE).

Revenue

1. Total General Fund Revenue of \$60,897,294.
2. Mill rate is 31.0 (revaluation adjusted 2.1 mill rate increase). Grand List decrease 7.95% with revaluation. No growth with investment income.
3. State Property in Lieu Revenue increased \$256 thousand over last year. ECS increased by \$42 thousand and Pequot Funds also increased by \$57 thousand. LOCIP decreased \$71 thousand and School Building Grants decreased \$57 thousand.
4. Fund Balance used in this budget: \$915 thousand for Capital Improvements per Ordinance.

Debt Service

Principal and interest payments increased \$325 thousand and \$50 thousand respectively over last year. Refunding Bonds issued in February 2013 for \$7.160 million to refund GO Bonds that were issued in August 2004 for \$10.9 million with majority of savings used in 2013-14. Interest increase due to issuing BANS for referendum projects.

Departmental Expenditures

All contractual salary increases are in department budgets. The MEUI and IBPO contracts have not been settled for 2014-15.

1. Central
 - Reduced Fee line for bank fees (\$9,000).
2. Legal
 - Increased General Legal Fees line (\$120,000) and Tax Appeals line (\$15,000).
3. Information Technology
 - Increased Technology Services – Website Content Management (\$15,000)
 - Increased Technology Software and Licensing – Microsoft Windows (3yr) (\$17,000) and Microsoft Office Pro (3yr) (\$47,000)
 - Increased Technical Equipment – Fiber Backbone(\$20,000), Firewall (\$25,000), Juniper SSL VPN (\$5,000) and Server Backup (\$20,000)
4. Police
 - Adding one (1) Records Clerk (\$45,610)
 - Increased Radio Equipment for 14 replacement Toughpad MDTs (\$53,004)
 - Adding two (2) Resource Officers for the schools (\$127,130) and one (1) Patrol Officer to start mid-year (\$31,782).
 - Increase Private Duty (\$100,000)
5. Fire
 - Adding line item for Grounds Maintenance for training ground (\$25,000).
 - Decrease Part Time paid inspectors (\$10,000).
 - Decrease for Turn out Gear (\$11,500).
6. Highway
 - Increase for Vehicle Parts (\$26,802) which is offset by decrease in Equipment Repair (\$29,250)
 - Adding line item for Salt & Pre-treatment (\$100,000).
7. Sanitation
 - Increase in the MDC Sewer Service charge (\$102,380).

**Town of Rocky Hill
2014-15 Proposed Budget
Executive Summary**

8. Public Works – Town Building Operations
 - Full Time salary decreased (\$226,532): Transferred (3) custodians to new account for Public Works- Town Buildings and transfer of (1) Cook/Custodian to Parks – Seniors budget.
 - Transferred Facilities Director to Schools - Buildings; transferred Facilities Assistant Manager and Multi Trade Mechanic from Public Works - Schools Buildings to Parks and Recreations - Town Custodian Service.
 - Increased Service Contracts (\$20,067)
 - Combined all Town and School Light & Power, Heat and Water utilities
 - Increased Building Improvements (\$66,515)
9. Public Works – School Buildings (pending approval to be transferred to Board of Education)
 - Transferring (1) Director, (21) Custodians and (1) Painter (\$1,218,482)
 - Transferring Building Maintenance and Custodian Materials (\$572,318)
10. Parks & Recreation-Town Custodian Service
 - New account set up to track upkeep & maintenance of Town Buildings (\$334,608).
11. Employee Benefits
 - Health Insurance premium declined 5.73%. Retirees health benefits increased (\$90,000).
12. Property and Liability Insurance
 - Increased Workers Compensation (\$26,200), MIRMA Assessment (\$46,784) and increased Liability, Auto, and Property (LAP) Insurance (\$21,150).
13. Contingency
 - Increased the Contingency / Reserve account (\$251,350).
14. Board of Education
 - \$1,799,795 increase over last year (includes 4 FT teachers and 2 FT para-professionals for All Day Kindergarten (ADK)).

Capital Improvements

- 1 Efficiency Study of Town (\$70,000)
- 2 Property Revaluation for October 2018 Grand List (\$20,000)
- 3 Online Electronic Permit (\$20,000)
- 4 Updating Town's Plan of Conservation and Development (\$50,000).
- 5 Various School Building Improvements:
 - i. School Improvements (\$1,615,000) includes modular classrooms for ADK (\$400,000); Fire Sprinklers at Stevens (\$950,000) and Bathroom Renovations at Stevens (\$100,000).
 - ii. Lease payments for Stevens School and West Hill modular classrooms (\$81,000).)
- 6 Town Building Improvements:
 - i. Academy Hall – upgrading and improvements to foundation (\$30,000)
 - ii. Fire ,Highway Garage and Town Building- roof replacement and analysis (\$85,000)
 - iii. Various – Carpet for Library, Police Dispatch HVAC, Underground fuel tank removals (\$136,000)
- 7 McVicar Field – funds toward the replacement of the field carpet (\$350,000).
- 8 Infrastructure Improvements:
 - i. Sidewalk repairs through LOCIP (\$100,000) and Town maintenance and road repairs (\$200,000).
 - ii. Town Aid for Roads (TAR) from State (\$341,638)
- 9 Police Department:
 - i. Purchase (2) Police Interceptors patrol cars and lease/purchase (4) Detective/administrative vehicles (\$115,700).
 - ii. Funds toward the purchase of a Police Dispatch Console and Upgrade (\$533,333).
- 10 Other Departments:
 - i. Fire- Funds toward replacement of Air Packs to meet new safety standards (\$162,000).
 - ii. Highway - Acquire one air compressor, one plow and one flat bed for mason dump (\$40,496).
 - iii. Highway – Lease payments for John Deere pay loader, 2011 Mack Dump, 2013 Mack Dump and Clark Forklift (\$100,100).
 - iv. Parks-Wide area mower lease (\$19,089) and Human Services – Funds toward a scheduled mini bus replacement (\$10,000).

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

REVENUE SUMMARY

BUDGET SUMMARY:

The Town's October 1, 2013 Net Taxable Grand List, before the Board of Assessment appeals, for the 2014 – 2015 Proposed Budget is \$1,990,101,890, a decrease of 7.95% over the previous year. This decrease is the result of the Town implementing new assessed property values based on the State mandated revaluation. Last year, the mill rate was 26.6 mills. In order to raise the same amount of tax revenue based on the new Net Taxable Grand List the equivalent mill rate would be 28.9 mills, an increase of 2.3 mills.

The 2014 – 2015 Proposed Budget has a mill rate of 31.0 mills. The total projected current tax revenue adjusted for the collection rate of 99.0% is \$60,897,294. The current tax revenue was reduced by \$60,782 for property tax abatements for volunteer firefighters and for volunteer emergency medical service personnel, and by \$119,344 for the elderly property tax credit that is reimbursed by the State.

Non-tax revenues for licenses, permits, fines, investments, charges, and other items are based on economic conditions, trending prior years and activity in the Town.

The Intergovernmental revenues consist primarily of State payments to the Town. These amounts are based on the Governor Dannel Malloy Fiscal Year 2015 Governor's Midterm Budget Adjustments, Section E - Municipal Aid that was released on February 5, 2014. For the 2013 – 2014 Adopted Budget, the Educational Cost Sharing (ECS) Grant received from the State is budgeted at \$3,534,001. For the 2014 – 2015 Proposed Budget, the Town is expecting to receive \$3,576,271 of ECS funding from the State. Also, the Town is budgeting for \$283,000 in State reimbursement relating to the installation of fire sprinklers at Stevens School.

The amount of Fund Balance used for the 2014 - 2015 Proposed Budget is \$914,733 compared to \$947,832 for the 2013-2014 Adopted Budget. At the February 6, 2006, Town Council meeting, an ordinance was passed that required the Town Manager to use funds in the Unassigned Fund Balance from the preceding fiscal year that exceeds six percent (6%) of General Fund expenditures and those funds be applied to the Capital Improvement Budget. For the fiscal year ending June 30, 2013, Unassigned Fund Balance was 7.46% of General Fund expenditures. Therefore, \$914,733 of Unassigned Fund Balance is being applied to the Capital Improvement Budget (see page 119).

Net Taxable Grand List

<u>List Date</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% change</u>	<u>Mill Rate</u>
10/1/13	2014-2015	\$1,990,101,890	(7.95%) *	31.0
10/1/12	2013-2014	\$2,161,927,354	0.26%	26.6
10/1/11	2012-2013	\$2,156,334,725	0.02%	25.9
10/1/10	2011-2012	\$2,155,868,126	(2.02%)	24.5
10/1/09	2010-2011	\$2,200,202,480	0.17%	23.8

* - is the result of implementing new assessed property values from a State mandated revaluation.

REVENUE - PROPOSED BUDGET 2014-15

Acct #	DESCRIPTION	2012-2013 Actual	2013-2014 Adopted	2013-2014 Projected	2014-2015 Proposed	Variance 2013-14 vs 2014-15	% Variance
01019	<u>GENERAL PROPERTY TAX</u>						
	CURRENT TAX LEVY	55,175,767	56,830,275	56,808,000	60,897,294	4,067,019	7.2 %
	PRIOR YEARS LEVIES	603,711	400,000	473,697	450,000	50,000	12.5 %
	CO SUPPLEMENT COLLECTIONS	0	70,000	0	70,000	0	0 %
	SUSPENSE COLLECTIONS	7,162	2,000	8,000	8,000	6,000	300.0 %
	MOTOR VEHICLE SUPPLEMENTS	426,659	350,000	440,000	420,000	70,000	20.0 %
	INTEREST & LIEN FEES	282,055	175,000	236,000	225,000	50,000	28.6 %
	SUBTOTAL	56,495,354	57,827,275	57,965,697	62,070,294	4,243,019	7.3 %
01029	<u>INTERGOVERNMENTAL NONRESTRICT</u>						
	SCHOOL BUILDING GRANTS	0	339,800	339,800	283,000	(56,800)	(16.7) %
	MISC STATE GRANTS	149,246	45,000	55,392	52,822	7,822	17.4 %
	STATE LOCIP & TOWN AID	276,946	735,888	516,613	664,781	(71,107)	(9.7) %
	HOUSING AUTHORITY	21,099	20,000	20,000	20,000	0	0 %
	TRANSIT DISTRICT	7,220	9,084	8,958	8,958	(126)	(1.4) %
	ELDERLY & VETERANS	119,344	119,344	124,307	119,344	0	0 %
	STATE PROPERTY	598,842	514,404	711,846	770,523	256,119	49.8 %
	PEQUOT FUND	276,873	226,108	276,252	283,191	57,083	25.2 %
	SUBTOTAL	1,449,571	2,009,628	2,053,168	2,202,619	192,991	9.6 %
01039	<u>INVESTMENT EARNINGS</u>						
	INTEREST ON INVESTMENTS	14,052	20,000	15,563	20,000	0	0 %
	TOWN TRUST FUNDS	17	1,000	0	1,000	0	0 %
	SUBTOTAL	14,069	21,000	15,563	21,000	0	0 %
01049	<u>GEN REV SPECIAL ITEMS</u>						
	SALE OF FIXED ASSETS	800	3,000	100	3,000	0	0 %
	SUBTOTAL	800	3,000	100	3,000	0	0 %
01059	<u>MISCELLANEOUS REVENUE</u>						
	OTHER REVENUES	6,852	22,933	16,874	22,933	0	0 %
	HEALTH INS-COBRA	61,021	65,000	46,169	65,000	0	0 %
	HEALTH INS-EMPLOYEE CO-PAY	302,061	300,000	303,165	300,000	0	0 %
	WORKERS COMP INSURANCE	56,321	20,000	28,256	20,000	0	0 %
	LEASE-COMM TOWERS	181,550	170,000	181,884	170,000	0	0 %
	SUBTOTAL	607,804	577,933	576,348	577,933	0	0 %
01069	<u>GENERAL REVENUE TRANSFERS</u>						
	TRANSFER FR FUND BALANCE	0	496,195	24,486	0	(496,195)	(100.0) %
	6% ORDINANCE FUND TRANSFER	0	451,637	451,637	914,733	463,096	102.5 %
	SUBTOTAL	0	947,832	476,123	914,733	(33,099)	(3.5) %

REVENUE - PROPOSED BUDGET 2014-15

Acct #	DESCRIPTION	2012-2013 Actual	2013-2014 Adopted	2013-2014 Projected	2014-2015 Proposed	Variance 2013-14 vs 2014-15	% Variance
<u>01101</u>	<u>GENERAL GOVERNMENT</u>						
	RECORDING FEES	119,220	115,000	51,608	65,000	(50,000)	(43.5) %
	BUSINESS LICENSES	2,454	3,000	2,375	3,000	0	0 %
	ANIMAL LICENSES	1,214	2,000	1,374	2,000	0	0 %
	LAND USE COMMISSIONS	26,580	15,000	27,075	20,000	5,000	33.3 %
	SPORTSMEN	146	1,000	141	1,000	0	0 %
	OTHER PERMITS	8,153	5,000	14,320	7,000	2,000	40.0 %
	CONVEYANCE TAX	419,846	255,000	284,574	255,000	0	0 %
	VITAL STATISTICS	30,163	25,000	24,965	25,000	0	0 %
	TELEPHONE ACCESS	63,179	60,000	60,000	60,000	0	0 %
	REFUNDS & RECOVERIES	48,855	20,000	20,000	20,000	0	0 %
	RECYCLING	41,734	80,000	46,579	80,000	0	0 %
	OTHER REVENUES	38,532	50,000	30,298	50,000	0	0 %
	OTHER CHARGES	34,687	40,000	20,851	40,000	0	0 %
	SUBTOTAL	834,761	671,000	584,160	628,000	(43,000)	(6.4) %
<u>01201</u>	<u>PUBLIC SAFETY</u>						
	BUILDING PERMIT FEES	543,962	375,000	533,997	500,000	125,000	33.3 %
	POLICE SPECIAL DUTY	294,941	200,000	425,000	300,000	100,000	50.0 %
	FIRE DEPARTMENT	2,868	1,000	2,382	1,000	0	0 %
	PARKING FINES	9,745	11,000	15,470	11,000	0	0 %
	SUBTOTAL	851,515	587,000	976,849	812,000	225,000	38.3 %
<u>01501</u>	<u>PARKS, RECREATION & FACILITIES</u>						
	PARK RECREATION & FACILITIES	35,537	65,000	60,000	65,000	0	0 %
	SUBTOTAL	35,537	65,000	60,000	65,000	0	0 %
<u>01551</u>	<u>LIBRARY SERVICES</u>						
	LIBRARY	14,565	20,000	8,608	10,000	(10,000)	(50.0) %
	SUBTOTAL	14,565	20,000	8,608	10,000	(10,000)	(50.0) %
<u>01802</u>	<u>EDUCATION</u>						
	ECS GRANTS	3,481,162	3,534,001	3,533,998	3,576,271	42,270	1.2 %
	OTHER REVENUES	0	0	7,096	14,000	14,000	0 %
	SUBTOTAL	3,481,162	3,534,001	3,541,094	3,590,271	56,270	1.6 %
	TOTALS FOR REVENUE	63,785,137	66,263,669	66,257,710	70,894,850	4,631,181	7.0 %

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

DEPARTMENT	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
01100100 TOWN COUNCIL	49,957	58,011		48,316	58,011	51,011		51,011	(7,000)
01100200 TOWN MANAGER	307,687	299,541	2.00	226,756	349,364	299,551	2.00	299,551	10
01100300 PERSONNEL	55,462	63,550		39,867	63,550	64,800		64,800	1,250
01100400 FINANCE & ACCOUNTING	456,809	463,790	4.00	372,537	477,127	489,903	4.00	489,903	26,113
01100500 PROPERTY ASSESSMENT	279,417	297,566	4.00	204,981	300,216	308,244	4.00	308,244	10,678
01100600 PROPERTY TAX COLLECTION	231,306	241,335	3.00	159,112	234,128	252,377	3.00	252,377	11,042
01100700 CENTRAL SUPPLIES	98,032	92,524		51,231	92,524	84,272		84,272	(8,252)
01100800 LEGAL	302,881	219,000		170,634	250,000	339,000		354,000	135,000
01100900 PROBATE COURT	26,571	30,400		22,777	30,400	31,600		31,600	1,200
01101000 REGISTRARS OF VOTERS	82,676	87,600		48,567	72,050	85,850		87,600	0
01101100 TOWN CLERK	254,367	267,027	3.00	190,548	274,549	279,637	3.00	279,637	12,610
01101200 OPEN SPACE CONSERVATION	4,795	6,058		5,251	6,058	6,058		6,058	0
01101300 PLANNING BOARD/COMMISSION	1,728	7,150		3,639	6,700	6,750		6,750	(400)
01101400 TOWN PLANNER	150,043	140,840	1.50	98,736	145,526	147,304	1.50	147,304	6,464
01101500 INFORMATION TECHNOLOGY	319,787	341,205	3.00	222,947	365,981	538,351	3.00	538,351	197,146
01101700 ECONOMIC DEVELOPMENT	94,342	98,250	1.00	74,654	101,460	100,960	1.00	100,960	2,710
01202101 POLICE SUPERVISION	280,183	278,669	3.00	197,487	286,507	288,787	3.00	288,787	10,118
01202102 POLICE RECORDS/COMMUN	650,304	679,408	8.00	478,669	679,038	823,386	9.00	823,386	143,978
01202103 POLICE INVESTIGATIONS	326,993	339,906	3.50	260,626	344,313	345,058	3.50	345,058	5,152
01202104 POLICE UNIFORM PATROL	2,815,962	2,892,045	28.00	1,995,812	3,021,344	2,990,616	31.00	3,124,746	232,701
01202105 POLICE SPECIAL SERVICES	370,646	276,606	1.50	259,712	367,337	377,087	1.50	377,087	100,481
01202106 POLICE ANIMAL CONTROL	7,926	15,000		10,875	18,000	18,000		18,000	3,000
01202201 FIRE DEPT SUPERVISION	69,726	78,668	1.00	52,661	81,127	74,414	1.00	74,414	(4,254)
01202202 FIRE DEPT TRAINING	48,866	56,900		22,733	48,050	56,900		81,900	25,000
01202203 FIRE DEPT COMMUNICATIONS	59,289	59,700		29,964	58,300	62,798		62,798	3,098
01202204 FIRE DEPT PREVENTION	149,654	164,914	1.50	111,258	168,221	163,275	1.50	163,275	(1,639)
01202205 FIRE DEPT FIRE FIGHTING	437,353	492,025		223,099	487,000	478,675		478,675	(13,350)
01202206 FIRE DEPT APPARATUS	227,912	227,890	2.00	161,418	229,920	239,970	2.00	239,970	12,080
01202207 FIRE DEPT FIRE STATIONS	20,135	19,924		13,781	19,924	19,935		19,935	11
01202401 BUILDING DEPT	236,617	238,030	3.00	174,004	248,370	253,083	3.00	253,083	15,053
01202901 VOL. AMBULANCE ASSOC	142,958	143,794		108,140	139,206	143,794		143,794	0
01300101 HIGHWAY SUPERVISION	861,525	835,558	12.00	731,066	871,864	895,710	12.00	895,210	59,652
01300102 HIGHWAY GARAGE	719,675	696,726	4.00	510,860	778,182	717,452	4.00	717,452	20,726

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

DEPARTMENT	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
01300103 HIGHWAY RD MAINTENANCE	486,312	436,950		428,846	532,300	532,950		574,300	137,350
01300401 ENGINEERING	405,876	399,198	4.00	304,811	441,447	445,137	4.00	434,712	35,514
01300502 SANITATION	3,100,103	3,137,901		2,774,429	3,140,651	3,240,281		3,240,281	102,380
01400100 HEALTH DISTRICT	86,127	92,600		69,376	92,600	99,100		99,100	6,500
01400200 HUMAN SERVICES DEPT	192,305	193,057	2.00	238,398	284,399	191,850	2.00	191,850	(1,207)
01400201 YOUTH SERVICES	152,579	158,354	2.00	109,662	159,431	161,750	1.00	110,636	(47,718)
01400202 MINI BUS TRANSPORTATION	136,572	144,588	2.00	97,123	146,750	157,524	2.00	157,524	12,936
01500100 PARK AREA GROUNDS	865,153	857,749	7.00	646,266	894,489	911,123	7.60	914,623	56,874
01500200 RECREATION SENIOR PROGRAMS	200,073	215,638	2.00	146,583	217,633	277,718	3.00	277,718	62,080
01500201 RECREATION ORGANIZED ACTIV	230,094	246,644	2.00	171,777	249,395	252,226	2.00	252,226	5,582
01500204 RECREATION AQUATIC PROGRAM	223,341	211,026	1.00	156,652	211,034	212,304	1.00	212,304	1,278
01500501 FACILITIES BLDG MAINTENANCE	1,210,504	1,156,593	7.00	837,739	1,155,732	1,780,047	3.00	1,847,547	690,954
01500502 FACILITIES SCHOOLS	2,529,974	2,636,619	24.00	1,874,561	2,756,478	1,790,800	23.00	1,790,800	(845,819)
01500503 TOWN CUSTODIAN SERVICE	0	0		0	0	334,608	4.40	334,608	334,608
01550100 CORA BELDEN LIBRARY	912,753	937,807	11.00	671,219	962,826	976,446	11.00	977,946	40,139
01700100 PRINCIPAL PAYMENTS	1,555,000	1,245,000		1,245,000	1,245,000	1,570,000		1,570,000	325,000
01700200 INTEREST PAYMENTS	576,350	438,726		217,416	426,560	488,526		488,526	49,800
01802 EDUCATION	30,193,935	31,659,594		16,165,432	31,659,594	33,459,389		33,459,389	1,799,795
01900100 EMPLOYEE BENEFITS	6,318,931	6,473,290		5,349,872	6,443,290	6,525,557		6,525,557	52,267
01900200 INSURANCE	1,029,204	1,184,253		885,565	1,183,453	1,186,270		1,282,737	98,484
01900300 CONTIGENCY/RESERVES	0	597,650		0	0	649,000		849,000	251,350
01900400 SPECIAL PROGRAMS	8,980	13,695		1,720	13,695	14,122		14,122	427
01950000 CAPITAL IMPROVEMENTS	2,057,703	3,617,127		932,379	3,366,606	5,530,023		4,079,356	462,229
TOTALS FOR EXPENSE	62,613,455	66,263,669	153.00	40,607,542	66,257,710	71,821,359	157.00	70,894,850	4,631,181

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FULL TIME PERSONNEL SUMMARY

BUDGET SUMMARY:

The General Government 2014-2015 Proposed Budget has 157 full time positions, a net increase of four (4) full time positions from the 2013-2014 Adopted Budget. The following Departments created and/or eliminated, or transferred in and/or out full-time positions:

POLICE DEPARTMENT – RECORDS & COMMUNICATIONS:

- Created a full time Records Clerk position.

POLICE DEPARTMENT – UNIFORM PATROL:

- Created two new full time School Resource Officer (SRO) positions that will work within the schools.
- Created a new full time Patrol Officer position (starting in January 2015).

HUMAN SERVICES DEPARTMENT – YOUTH SERVICES:

- A full time Youth Services Counselor position has been eliminated.

PARKS AND RECREATION DEPARTMENT - GROUNDS:

- Created a .6 Maintainer position (during the spring/summer/fall months) that is being filled by a full time employee that is being shared with the Parks and Recreation Department – Town Custodian Service division.

PARKS AND RECREATION DEPARTMENT - TOWN CUSTODIAN SERVICE:

- Created a .4 Custodian position (during the winter months) that is being filled by a full time employee that is being shared with the Parks and Recreation Department – Grounds division.

At the end of the budget process the NAGE Highway/Parks, NAGE Custodians, the Library Employees (CILU) and the AFSCME Clerical union contracts were in effect. The MEIU and the IBPO (Police) union contracts will expire on June 30, 2014. Funds to cover any salary changes in the union contract are contained in the Contingency / Reserve Budget.

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET				
FULL TIME PERSONNEL SUMMARY				
2012-13 ACTUAL	2013-14 BUDGET		2014-15 REQUEST	2014-15 ADOPTED
<u>GENERAL ADMINISTRATION</u>				
0.0	0.0	Town Council	0.0	
2.0	2.0	Town Manager	2.0	
0.0	0.0	Personnel Administration	0.0	
5.0	4.0	Finance & Accounting	4.0	
4.0	4.0	Property Assessment	4.0	
2.0	3.0	Tax Collection	3.0	
3.0	3.0	Town Clerk	3.0	
1.0	1.5	Town Planner	1.5	
3.0	3.0	Information Technology	3.0	
1.0	1.0	Economic Development	1.0	
21.0	21.5	TOTAL	21.5	0.0
<u>PUBLIC SAFETY</u>				
44.0	44.0	Police Services	48.0	
4.0	4.5	Fire Department	4.5	
3.0	3.0	Building Department	3.0	
51.0	51.5	TOTAL	55.5	0.0
<u>PUBLIC WORKS</u>				
16.0	16.0	Highway	16.0	
4.0	4.0	Engineering	4.0	
0.0	0.0	Sanitation	0.0	
20.0	20.0	TOTAL	20.0	0.0
<u>HEALTH & HUMAN SERVICES</u>				
6.0	6.0	Human Services	5.0	
11.0	11.0			
<u>LIBRARY</u>				
11.0	11.0		11.0	
<u>PARKS & RECREATION</u>				
7.0	7.0	Grounds	7.6	
0.0	0.0	Custodial Service - Town Buildings	4.4	
2.0	2.0	Senior Programs	3.0	
2.0	2.0	Organized Activities	2.0	
1.0	1.0	Aquatic Program	1.0	
12.0	12.0	TOTAL	18.0	0.0
<u>FACILITIES MANAGEMENT</u>				
6.5	7.0	Building Maintenance	3.0	
24.5	24.0	School Facilities	23.0	
31.0	31.0	TOTAL	26.0	0.0
152.0	153.0	TOTAL FULL TIME	157.0	0.0

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: MAYOR and TOWN COUNCIL

CODE: 01100100

DEPARTMENT FUNCTION:

The Town Council is the legislative and policy making body of the Town, and consists of nine members elected at-large for two year terms. The Mayor (one of the nine Council members) is separately elected and presides over all meetings of the Town Council. The Mayor submits recommendations for appointments under the Council's jurisdiction and, as directed by the Council, appoints such special subcommittees of the Council as are needed to effectively conduct the Council's business. In addition, the Mayor serves as Civil Preparedness Administrator and official head of the Town for ceremonial purposes.

Town Council responsibilities include: enacting ordinances and adopting resolutions to properly govern the Town; reviewing and adopting the annual budget after conducting a public hearing on the plan and; appointing the Town Manager, Town Attorney, Town Clerk, Constables, and various citizen boards and commissions.

The Town Council meets on the first and third Monday of each month. Subcommittees of the Council meet as needed. Council members serve without compensation.

BUDGET SUMMARY:

The Part Time Salary account (\$15,100) is for: a stipend for the Clerk to the Town Council who is responsible for attending all meetings of the Council, and for the recording and the transcribing of all minutes of the Council meetings (\$5,000); the filming of approximately 127 boards / committees meetings including Town Council and Board of Education meetings (\$7,600); and for providing clerical support to Council's subcommittees (\$2,500).

Technical Supplies (\$750) includes the costs of media supplies for the recording of Town Council, Board of Education, and other committee meetings.

Technical Equipment (\$3,000) is for various types of electronic equipment needed for the Media Room in the Town Council Chamber and for iPad/tablets for Council communication and meeting materials.

Member expenses (\$3,700) include costs related primarily for Council meetings and special events.

Contributions (\$1,500) include:

The Connecticut River Assembly - \$500 and;
Various organizations approved during the year - \$1,000.

Dues and Subscriptions (\$26,961) include the Town's membership in:

The Capitol Region Council of Governments (CRCOG) - \$14,154;
Connecticut Council of Municipalities (CCM) - \$11,452;
Connecticut Council of Small Cities (COST) - \$1,025 and;
The Chamber of Commerce - \$330.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100100 TOWN COUNCIL

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	18,839	15,100		12,731	15,100	15,100		15,100	0
TECHNICAL SUPPLIES	5627	652	750		159	750	750		750	0
TECHNICAL EQUIPMENT	5749	381	10,000		6,527	10,000	3,000		3,000	(7,000)
MEMBER EXPENSE	5814	3,154	3,700		2,268	3,700	3,700		3,700	0
CONTRIBUTIONS	5817	0	1,500		0	1,500	1,500		1,500	0
DUES & SUBSCRIPTIONS	5818	26,931	26,961		26,631	26,961	26,961		26,961	0
Totals		49,957	58,011		48,316	58,011	51,011		51,011	(7,000)

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: TOWN MANAGER

CODE: 01100200

DEPARTMENT FUNCTION:

The Town Manager is the Chief Executive Officer for the Town and is responsible for the over-all management of all Town departments except for the Board of Education. The Town Manager is directly responsible to the Town Council. The Town Manager is responsible for the effective and efficient implementation of policies established by the Council. Additional responsibilities included hiring and supervision of all Town employees except for the Town Clerk and Town Attorney.

The Town Manager's major responsibilities include: preparation of the annual budget; collective bargaining; policy recommendation to the Town Council; economic development; various grant applications; and representation of the Town before regional, state, and federal agencies and governments.

BUDGET SUMMARY:

Full-Time salaries account (\$221,942) includes the Town Manager and the Executive Assistant to the Town Manager – Risk and Personnel Manager. Part-Time salary account (\$7,000) includes a stipend for the Emergency Management Director that is offset by a grant from the State.

Longevity Payments (\$61,500) are for employees based on years of service that are determined upon existing collective bargaining contracts and personnel rules.

Fees include (\$3,000) for various expenses associated with economic development and for the Town Manager to attend a national or regional town manager conference per contractual agreement.

Business Expenses (\$450) include travel and meeting expenses as related to the performance of town business.

Photocopier (\$3,087) is for the photocopier in the Town Manager's office.

Office Supplies (\$500) is for general office supplies.

Technical supplies (\$500) are for printer cartridges, computer and software upgrades.

Dues and Subscriptions (\$1,572) include funds for the Town's membership in ICMA and the Connecticut Town and City Manager's Association as well as subscription expense for periodicals.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100200 TOWN MANAGER

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	233,533	217,447	2.00	174,837	267,270	221,942	2.00	221,942	4,495
PART TIME SALARIES	5120	5,000	7,000		4,020	7,000	7,000		7,000	0
LONGEVITY	5291	61,065	65,985		44,185	65,985	61,500		61,500	(4,485)
FEES	5326	1,980	3,000		0	3,000	3,000		3,000	0
BUSINESS EXPENSES	5501	399	450		255	450	450		450	0
PHOTOCOPIER	5550	3,648	3,087		2,743	3,087	3,087		3,087	0
OFFICE SUPPLIES	5622	55	500		106	500	500		500	0
TECHNICAL SUPPLIES	5627	525	500		293	500	500		500	0
DUES & SUBSCRIPTIONS	5818	1,482	1,572		316	1,572	1,572		1,572	0
Totals		307,687	299,541	2.00	226,756	349,364	299,551	2.00	299,551	10

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PERSONNEL ADMINISTRATION

CODE: 01100300

DEPARTMENT FUNCTION:

The Town Charter specifies that the Town Manager shall serve as Personnel Director of the Town. The Personnel Director is responsible for preparing personnel rules, job descriptions, a pay and classification plan, testing, recruiting, and employee training and evaluation programs. An independent Personnel Review Board, consisting of three members appointed by the Town Council, is responsible for adjudicating appeals from actions of the Town Manager involving employees not covered by collective bargaining contracts.

The Town Manager serves as the Town's chief labor negotiator for purposes of collective bargaining with the Town's six (6) collective bargaining units: Police Officers (IBPO); Highway and Parks Maintenance staff (NAGE – Highway); Town Hall, Library Clerical, and Administrative staff (AFSCME – Clerical); Facilities Management – Town and School Custodians (NAGE - Custodians); Library (CILU); and Department Supervisors and Recreation Supervisors (MEUI). The Manager is assisted in labor negotiations by labor counsel; the Finance Director, and appropriate department heads.

BUDGET SUMMARY:

Part-Time (\$23,800) includes one (1) part time receptionist position (\$18,800) and for the handling of insurance issues for the Town's healthcare, workers' compensation and property/auto insurance policies (\$5,000).

Tuition Reimbursement (\$8,000) is based upon existing collective bargaining contracts and personnel rules for employee reimbursement for the successful completion of an accredited course.

Fees (\$26,000) are: for employee related items such as OSHA health and safety mandates, mandatory random drug/alcohol screening, physicals, labor grievances, flu shots, and related police pre-employment screenings (\$16,100); for a consultant to assist with personnel matters and training (\$5,000); and for the fees paid to the company that is providing the Town employees with a full service employee assistance program (\$4,900).

Training expenses (\$4,000) are available to employees for ongoing and continuing education, and for skills improvement.

Advertising (\$2,500) is for personnel recruitment.

Office Supplies (\$500) is for general office supplies.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100300 PERSONNEL

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	29,544	23,800		18,382	23,800	23,800		23,800	0
TUITION REIMBURSEMENT	5240	2,687	6,750		2,500	6,750	8,000		8,000	1,250
FEES	5326	20,352	26,000		15,929	26,000	26,000		26,000	0
TRAINING	5334	2,622	4,000		2,151	4,000	4,000		4,000	0
ADVERTISING	5540	201	2,500		556	2,500	2,500		2,500	0
OFFICE SUPPLIES	5622	55	500		350	500	500		500	0
Totals		55,462	63,550		39,867	63,550	64,800		64,800	1,250

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: FINANCE & ACCOUNTING

CODE: 01100400

DEPARTMENT FUNCTION:

The Finance and Accounting budget consists of the Finance Director and the Accounting Office. The Finance Director serves as chief financial and accounting officer for the Town and is responsible for the coordination of the activities of the accounting, tax assessment, tax collection, and treasury management functions of the Town. In addition, the Finance Director assists the Town Manager in the preparation of the annual budget, oversees the day-to-day administration of the adopted budget, and supervises the annual independent financial audit.

The Accounting Office has three full time positions. The Accounting Clerk – Payroll is responsible for: the pre-audit of all weekly payrolls; the preparation of payroll checks and payroll deduction checks; and the overseeing of the Town's pension and deferred compensation plans. The Accounting Clerk - Accounts Payable is responsible for the review of and the payment of vendor invoices, the preparation of weekly vendor checks, and the vendor files. The Accounting Manager/Treasurer is responsible for the maintenance of the general ledgers of the various funds and account groups of the Town, and the financial report preparation for the receipt, custody, and disbursement of all Town funds including those of the Board of Education. The Treasurer is appointed by the Town Manager for an indefinite term.

BUDGET SUMMARY:

Full Time Salaries account (\$395,863) includes the Finance Director, two Accounting Clerks, and Accounting Manager/Treasurer. The Payroll and Accounts Payable Accounting Clerks are members of AFSCME. The Accounting Manager/Treasurer is a member of Municipal Employees Union Independent (MEUI). The Part Time (\$4,500) is for special projects and for extra help.

The Town Charter requires that the Town Council arrange for an annual independent financial audit of the Town. The cost of the 2013-14 fiscal year audit is (\$47,500) which includes the auditing of the accounts for both the Town and Board of Education. The accounting firm of Blum Shapiro & Company has been appointed to audit the Town records for the 2013-14 and 2014-15 fiscal years.

Fees (\$35,295) are for the MUNIS accounting software annual software licensing fees and technical support, and other accounting support.

Training Expense (\$4,100) is for assisting in the continuing professional development of the personnel in the department and for training department heads on how to access accounting information.

Meeting Expense (\$600) is for reimbursement for cost of attending meetings to discuss Town business. Office supplies (\$1,000) are for printer cartridges, forms, storage boxes, and general office supplies.

Dues and Subscription (\$1,045) include memberships in the Government Finance Officers Association (GFOA) and other organizations.

PERFORMANCE MEASUREMENTS:

	2012-13 ACTUAL	2013-14 EST	2014-15 FORECAST
Total Expenditures (All Funds)	68,205,535	71,005,000	72,400,000
Total Interest Earned (All Funds)	443,160	390,000	390,000
Total Funds Maintained	31	31	31

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100400 FINANCE & ACCOUNTING

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	370,561	374,082	4.00	289,713	387,419	395,863	4.00	395,863	21,781
PART TIME SALARIES	5120	3,534	4,500		2,050	4,500	4,500		4,500	0
AUDITING SERVICES	5310	45,000	47,500		47,500	47,500	47,500		47,500	0
FEES	5326	33,922	30,963		28,422	30,963	35,295		35,295	4,332
TRAINING	5334	1,697	4,100		3,008	4,100	4,100		4,100	0
MEETING EXPENSE	5500	463	600		223	600	600		600	0
OFFICE SUPPLIES	5622	642	1,000		842	1,000	1,000		1,000	0
DUES & SUBSCRIPTIONS	5818	990	1,045		780	1,045	1,045		1,045	0
Totals		456,809	463,790	4.00	372,537	477,127	489,903	4.00	489,903	26,113

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY ASSESSMENT

CODE: 01100500

DEPARTMENT FUNCTION:

The Assessor is responsible for the valuation of all real property within the Town for property tax purposes. The Assessor's Office provides information to the public, potential homebuyers, and real estate professionals. Most duties of the office are specified by state statute. Duties of the assessor include but are not limited to: valuing all real property, business personal property and motor vehicles. The assessor administers a variety of property tax exemption programs for the blind, elderly, disabled, veterans, manufacturers and certain commercial motor vehicles.

Current law requires a town-wide revaluation every five years with an inspection conducted at least once every ten years.

The Board of Assessment Appeals is included in this budget. This is a three-member citizen board, separately elected by the voters of Rocky Hill to hear appeals to property assessments made by the Assessor. Revisions in assessments made by the Board of Assessment Appeals are binding upon the Assessor. Appeals of board decisions are made directly to Superior Court.

BUDGET SUMMARY:

Full Time Salaries (\$265,394) include: the Assessor; the Deputy Assessor; and two Technical Assistant III positions. The salary for the Assessor and Deputy Assessor are budgeted based on the MEIU contract. The salary of the Technical Assistant's are budgeted based upon the AFSCME contract. Part Time Salaries of (\$500) are for assistance to the Board of Assessment Appeals.

Funds included in the Audit Service account (\$10,000) are for conducting twenty (20) personal property tax account audits.

Fees (\$17,600) include Quality Data computer software support (\$5,425), maintenance support for CAMA (\$6,575), Pictometry On-Line (\$1,500) and ArcGIS (\$3,300) that was formerly in the Engineering budget.

Training expenses (\$6,400) are for assessor school, CCMA certificates and workshops, Revaluation courses and IAAO conferences.

Photocopier (\$3,000) reflects cost for copier rental (lease)

Office Supplies (\$1,000) are for general office supplies that are used by the Assessor's Office.

Technical Supplies (\$3,530) include pricing manuals, abstract binding, and personal property declarations.

The Dues and Subscription account (\$820) includes funds for the Town's membership in the International Association of Assessing Officers and the Connecticut Association of Assessing Officers (CAAO).

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100500 PROPERTY ASSESSMENT

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	245,336	258,041	4.00	182,704	260,881	265,394	4.00	265,394	7,353
PART TIME SALARIES	5120	158	500		0	300	500		500	0
AUDITING SERVICES	5310	10,000	10,000		0	10,000	10,000		10,000	0
FEES	5326	11,250	14,275		12,775	14,275	17,600		17,600	3,325
TRAINING	5334	6,223	6,400		1,879	6,400	6,400		6,400	0
PHOTOCOPIER	5550	3,017	3,000		2,497	3,000	3,000		3,000	0
OFFICE SUPPLIES	5622	335	1,000		801	1,000	1,000		1,000	0
TECHNICAL SUPPLIES	5627	2,253	3,530		3,495	3,530	3,530		3,530	0
DUES & SUBSCRIPTIONS	5818	845	820		830	830	820		820	0
Totals		279,417	297,566	4.00	204,981	300,216	308,244	4.00	308,244	10,678

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY TAX COLLECTION

CODE: 01100600

DEPARTMENT FUNCTION:

The Tax Collector is responsible for the collection of all real estate, personal property, and motor vehicle taxes levied by the Town of Rocky Hill. Collection efforts are governed by state statute and local policy, prescribed by the Town Council. The Tax Collector has been responsible for administering a very aggressive delinquent tax collection program with the assistance of the Town Attorney, as well as skip tracing and warrants with the marshal and constables.

The Town Charter requires that, when estimating tax revenues, a collection rate that does not exceed the average of the past three years' collection rate be used. For the 2014-2015 Budget, a collection rate of 99.00% is being used.

FY 2012-2013 Collection Rate	99.05%
FY 2011-2012 Collection Rate	98.96%
FY 2010-2011 Collection Rate	99.00%
Three Year Average	99.00%

BUDGET SUMMARY:

Full-time Salaries (\$194,222) include the Tax Collector and two full time Technical Assistant. The staff has facilitated a more aggressive pursuit of delinquent taxes including tracing motor vehicle delinquents through the DMV on-line service, as well as through other sources. This has resulted in producing more tax warrants for collection by marshal and/or constable.

The Part Time Salary account (\$5,590) is for clerical assistance in the production and mailing of tax bills, and processing payments during collection periods.

The Support Service account (\$20,380) is for computer software support; book binding fees; Post Office Box rental; Bulk mail permit; DMV fee and usage for skip tracing; Public notices; July tax bills mailing service, as well as the DMV delinquent reporting fee. Training (\$1,100) is for collector continuing technical education and staff certification courses and Associations' technical meetings. Postage (\$6,210) is for the cost to mail tax bills, delinquent statements, and Demands.

Office supplies (\$4,250) cover the cost of printer cartridges, tax bill envelopes, and general office supplies. Technical Supplies (\$1,000) are for tax bill forms and receipts.

Prior Year Tax Refunds (\$19,500) are for overpayments and adjustments based upon historical experience. Dues & Subscriptions (\$125) are professional dues to State, Regional and County Associations for Tax Collector

	2012-13	2013-14	2014-15
<u>PERFORMANCE MEASUREMENTS</u>	<u>ACTUAL</u>	<u>EST.</u>	<u>FORECAST</u>
Total Tax Accounts	30475	30404	30459
Real Estate	7340	7337	7504
Personal Property	1279	1306	1252
Motor Vehicles & Suppl	21856	21761	21703
Total liens			

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100600 PROPERTY TAX COLLECTION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	172,767	182,897	3.00	130,353	186,390	194,222	3.00	194,222	11,325
PART TIME SALARIES	5120	4,455	5,590		4,356	5,590	5,590		5,590	0
SUPPORT SERVICES	5327	14,384	20,873		15,961	20,873	20,380		20,380	(493)
TRAINING	5334	1,157	1,100		350	900	1,100		1,100	0
POSTAGE	5530	7,507	6,000		2,162	6,000	6,210		6,210	210
OFFICE SUPPLIES	5622	4,822	4,250		888	3,500	4,250		4,250	0
TECHNICAL SUPPLIES	5627	1,046	1,000		250	750	1,000		1,000	0
PRIOR YEAR TAX REFUNDS	5802	25,073	19,500		4,667	10,000	19,500		19,500	0
DUES & SUBSCRIPTIONS	5818	95	125		125	125	125		125	0
Totals		231,306	241,335	3.00	159,112	234,128	252,377	3.00	252,377	11,042

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: CENTRAL SERVICES

CODE: 01100700

DEPARTMENT FUNCTION:

The Town Charter requires that the Town Purchasing Agent purchase supplies, materials and equipment used by Town departments, boards and committees. The Code of Ordinances specifies that the Director of Finance, as designated by resolution of the Town Council, shall, in addition to his duties, serve as Purchasing Agent until such time as the Town Council shall deem that a separate full-time position be created.

The Charter requires that all supplies, materials, and equipment with an estimated value of \$4,000 or more be competitively bid. Contracts for public works projects, with an estimated value of \$10,000 or more must be competitively bid. Contracts subject to the competitive bid requirements of the Charter must be advertised in at least one newspaper of general circulation in the Town, at least ten days prior to the scheduled bid opening.

This budget is set up to centralize purchasing of common services and supplies to all departments such as advertising, postage, printing, and photocopying paper which do not have a major impact on a department.

The purchasing process anticipates the use of joint purchasing arrangements with neighboring communities, Capital Region Council of Governments (CROCOG), and with the State of Connecticut.

BUDGET SUMMARY:

The Fees account (\$15,000) is for fees that are charged by the banks for various services provided to the Town associated to its bank accounts. These fees in the past have been paid for by soft dollar earnings from available balances in the Town's bank accounts. Due to the current low interest rate environment, the earnings credit rate is minimal at best (at about .25%).

The Equipment Repair account (\$500) is for unexpected repairs to office equipment. Maintenance Contracts (\$1,524) include the cost associated with the postage meter in the Town Hall.

The Postage account (\$25,575) is to fund the overall general postage needs of all town departments except for the tax department.

Advertising (\$18,000) is for legal ads for request for proposal bids, legal notices, and public notices for Land Use Commissions.

Printing (\$6,720) is for the cost of printing various forms, letterhead, the Annual Report, and the Proposed and the Adopted Town Budget.

Office Supplies account (\$13,703) is for the purchase of photocopying paper and general office supplies.

Food account (\$1,000) is for the purchase of food and beverages for retirements and for ceremonially occasions.

Office Equipment (\$2,250) is for the purchasing of office equipment for departments if the need arises.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100700 CENTRAL SUPPLIES

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FEES	5326	37,937	24,000		4,282	24,000	15,000		15,000	(9,000)
EQUIPMENT REPAIR	5431	298	500		0	500	500		500	0
MAINTENANCE CONTRACTS	5436	1,504	1,524		1,128	1,524	1,524		1,524	0
POSTAGE	5530	28,630	24,530		10,773	24,530	25,575		25,575	1,045
ADVERTISING	5540	9,852	18,000		14,969	18,000	18,000		18,000	0
PRINTING	5541	8,093	6,720		10,094	6,720	6,720		6,720	0
OFFICE SUPPLIES	5622	9,704	14,000		8,971	14,000	13,703		13,703	(297)
FOOD	5640	773	1,000		600	1,000	1,000		1,000	0
OFFICE EQUIPMENT	5740	1,242	2,250		414	2,250	2,250		2,250	0
Totals		98,032	92,524		51,231	92,524	84,272		84,272	(8,252)

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: LEGAL

CODE: 01100800

DEPARTMENT FUNCTION:

The Town Charter calls for the appointment of a Town Attorney by the Town Council. The Town Attorney serves as legal advisor to the Town Council, to the Town Manager, and to all department officers, boards, commissions and agencies of the Town. The Attorney also is responsible for representing the Town in all litigation in which the Town or any of its departments, officers, boards, commissions or agencies is a party of, unless otherwise provided by vote of the Council. The Town Attorney is responsible for preparing ordinances and resolutions in proper form for consideration by the Town Council.

The law firm of Rome McGuigan, P.C., was reappointed as the Town Attorney for the Town of Rocky Hill in February of 2008. Rome McGuigan will not be on retainer but will bill the Town on an hourly basis for legal work performed.

The Town Council, as needed, can appoint special counsel to supplement the services of the Town Attorney.

BUDGET SUMMARY:

The General Fees account (\$271,000) is for legal services provided by the Town Attorney that is billed back to the Town on a per hour basis. This account is also for other legal matters, such as special counsel services, as needed.

Support Services account (\$12,000) is for appraisals, title searches, and sheriff services associated with tax appeal and foreclosure cases.

Tax Foreclosures (\$10,000) and Tax Appeals (\$25,000) accounts are for these types of legal cases that are billed by the Town Attorney on an individual case basis.

The Labor Counsel account (\$36,000) is the estimated cost of legal services for union negotiations, grievances, and other personnel matters. The Town uses the law firm of Rose Kallor LLP as labor counsel. The MEUI and the IBPO (Police) Union contracts will expire on June 30, 2014.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100800 LEGAL

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
GENERAL LEGAL FEES	5311	237,417	151,000		130,619	191,000	271,000		271,000	120,000
SUPPORT SERVICES	5327	41,031	12,000		6,861	15,600	12,000		12,000	0
TAX FORECLOSURE	5336	6,572	10,000		19,752	28,800	10,000		10,000	0
LABOR COUNSEL	5337	11,417	36,000		2,802	5,600	36,000		36,000	0
TAX APPEALS	5803	6,444	10,000		10,600	9,000	10,000		25,000	15,000
Totals		302,881	219,000		170,634	250,000	339,000		354,000	135,000

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROBATE COURT

CODE: 01100900

DEPARTMENT FUNCTION:

The Probate Court has jurisdiction over the probate of wills and the administration of estates of deceased persons. Rocky Hill is included in the Probate Court District that serves the towns of Newington and Wethersfield. The Court is located in leased space in the Town of Newington.

This budget represents the Town of Rocky Hill's share (approximately 31%) of the rent and other operating costs of the Probate Court. Costs are apportioned based upon the total Property Tax Grand List of each member community.

BUDGET SUMMARY:

The Newington Probate Court serves Newington, Wethersfield, and Rocky Hill. Information is not available at this time for the Court's 2014-15 Budget. Rocky Hill's estimated share is \$31,600. The Town's share of the probate court operating costs for the 2013-14 fiscal year was \$30,368.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01100900 PROBATE COURT

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
COURT COSTS PROBATE	5332	26,571	30,400		22,777	30,400	31,600		31,600	1,200
Totals		26,571	30,400		22,777	30,400	31,600		31,600	1,200

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: REGISTRAR OF VOTERS

CODE: 01101000

DEPARTMENT FUNCTION:

The duties of the two (2) elected Registrars, one from each political party, are: to prepare for and supervise all elections; to maintain a file of voters and party affiliations; to conduct an annual voter census; to balance voter sheets; to prepare data and reports for the Secretary of State; to conduct Registration sessions and to conduct election recounts or audits; to insure voter equipment and machines are fully functional and accurate; to hire and train all election workers, to attend spring and fall conferences to keep abreast of ever-changing election laws and office procedures; and to provide for all appropriate legal requirements per election law. The Town currently has three voting districts and eleven voting machines, three of which are handicapped accessible. As of February 6, 2014 there are 11,550 registered voters in Rocky Hill.

BUDGET SUMMARY:

Part Time Salaries (\$46,000) includes (2) Registrars at (\$14,500) each and (2) Deputy Registrars at (\$8,500) each. This also includes workers hired to help residents who require supervised balloting. Presently, we go to (2) nursing homes, the VA Hospital and (3) assisted living facilities. In the future, we may be adding 60 West Street once they are up to 20 residents. They did not meet the requirements this past election.

Fees account (\$21,000) pays for staffing of all election workers at polls and for (1) Gubernatorial and (1) potential primary. We have not budgeted for a Referendum at a cost of approximately \$7500. We also may have mandatory audits if chosen by Secretary of the State's lottery as we have in the past. Due to the new technology, there continues to be more stringent training sessions for workers which will increase the training session stipend and base salaries.

Equipment repairs (\$2,000) are for repair of office and election related equipment. We are now responsible for all equipment maintenance. We have a Voting Machine Maintenance Agreement at the cost of \$200 per tabulator. This is a total cost of \$1600 for all equipment. The cost to replace a tabulator runs approximately \$7500.

Postage (\$200) is for the returning and insuring of memory cards to UCONN and LHS Associates. We also conduct an annual NCOA canvass of voters who may have moved within or out of Town.

Printing (\$5,500) Towns are now responsible for the printing costs of all ballots and printed materials required at the polls and Town Hall. We have ordered ballots from Adkins on Election Day to insure we have sufficient ballots on hand. The Town is permanently responsible for the printing of all ballots for all elections. The cost of ballots runs from \$.43 to \$.75 each.

Technical supplies (\$8,250). This account includes materials needed in our office and at the polls plus the transport of all equipment to the polls. The Town is now responsible for the programming of memory cards at a minimum cost of \$650 with the Maintenance Agreement. Costs include: \$21 per race, \$10.50 per oval including write-ins, \$21 per District, \$21 per ballot style (absentee and poll ballots.), and \$336 for programming. The costs will change with every election. These expenses were previously covered by the State.

Food account (\$2,500) is for elections workers and Moderator training sessions. We also have mandatory voter making sessions and petition deadline dates throughout the year.

Member expenses (\$2,100) will cover a spring and fall conference and state mandated meeting fees for both Registrars and Deputies. Some Conference classes are also beneficial to Election Head Moderators. Moderators also must be certified by the State of Connecticut and register for classes for this purpose. The cost of Moderator Training has risen considerably as the trainees must take 4-6 hour classes and pass several online tests. ROVAC (Registrar of Voters Association of Connecticut) fees and expenses have escalated.

PERFORMANCE MEASURES:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST</u>	<u>2014-15 FORECAST</u>
Election	1	1	1
Primaries			1
Referendum			

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101000 REGISTRARS OF VOTERS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	46,022	46,000		30,116	46,000	46,000		46,000	0
FEES	5326	22,515	21,000		9,859	15,000	21,000		21,000	0
EQUIPMENT REPAIR	5431	120	2,000		2	1,200	2,000		2,000	0
TELEPHONE	5507	0	50		0	0	50		50	0
POSTAGE	5530	105	200		37	50	200		200	0
PRINTING	5541	5,494	5,400		3,183	3,200	5,500		5,500	100
TECHNICAL SUPPLIES	5627	5,054	8,450		3,361	3,700	6,500		8,250	(200)
FOOD	5640	2,034	2,500		727	900	2,500		2,500	0
MEMBER EXPENSE	5814	1,331	2,000		1,283	2,000	2,100		2,100	100
Totals		82,676	87,600		48,567	72,050	85,850		87,600	0

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: TOWN CLERK

CODE: 01101100

DEPARTMENT FUNCTION:

The Town Clerk's office is responsible for recording and filing of official documents, including all land record instruments and maps. As Registrar of Vital Statistics the Clerk maintains records of all births, marriages, civil unions and deaths. The Clerk's office is responsible for issuing business, sporting, vending, and dog licenses, as well as, marriage licenses, civil union licenses, birth and death certificates, burial/cremation permits. The Town Clerk's office provides notary public services to town residents. The Clerk is custodian of all minutes for boards and commissions of the Town including the Town Council. This office is responsible for the processing of violations and collection of fines. A paid Hearing Officer hears appeals to violations as outlined by ordinance. The Clerk is an integral part of all elections, primaries and referendums, and is responsible for the preparation of legal notices etc, certifies nomination papers/petitions.

BUDGET SUMMARY:

The Full Time Salary account (\$221,048) includes funding for the Town Clerk, the Assistant Town Clerk, and the Assistant Registrar of Vital Statistics. The Part Time Salary account (\$3,600) includes funding for part time help, temporary office coverage and part time help during elections/primaries. Overtime account (\$400) funds additional hours needed during peak periods.

The Support Service Account (\$41,000) includes funds for Land Records indexing, auditing, optical imaging and microfilm storage; imaging and microfilming of maps.

The Training Account (\$1,700) is for certification of the Town Clerk and his staff for the Institute for Town Clerks and two mandated Annual State Elections Conferences.

Elections/Vital Statistics (\$3,800) includes the cost of one municipal election/primary. Vital Statistics includes fees to other municipalities for attested copies of Vital Statistics, special binders, acid free sleeves used to keep these permanent records.

The Photocopier account (\$2,780) is for the lease of the public copier.

Technical Supplies (\$3,459) includes special binders, papers and mapping instruments.

Technical equipment (\$1,600) is to replace date/time electronic stamp and bar code printers when needed.

Dues and subscriptions (\$250) are for National, New England and Hartford County Association memberships.

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Instruments recorded in land records 19,624 pages	4,162	4,200	4,200
Business licenses issued liquor+mech+trade+notary+notary ser	409	400	400
Certified copies of vital statistics	1,222	950	950
Animal Licenses Issued	1,215	1,200	1,200

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101100 TOWN CLERK

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	209,180	208,438	3.00	149,377	215,960	221,048	3.00	221,048	12,610
PART TIME SALARIES	5120	2,811	3,600		117	3,600	3,600		3,600	0
OVERTIME	5130	0	400		0	400	400		400	0
FEES	5326	29,679	41,000		35,046	41,000	41,000		41,000	0
TRAINING	5334	1,639	1,700		503	1,700	1,700		1,700	0
ELECTION VITALS	5341	3,759	3,800		1,977	3,800	3,800		3,800	0
PHOTOCOPIER	5550	2,127	2,780		1,269	2,780	2,780		2,780	0
TECHNICAL SUPPLIES	5627	3,472	3,459		1,744	3,459	3,459		3,459	0
TECHNICAL EQUIPMENT	5736	1,503	1,600		245	1,600	1,600		1,600	0
DUES & SUBSCRIPTIONS	5818	198	250		270	250	250		250	0
Totals		254,367	267,027	3.00	190,548	274,549	279,637	3.00	279,637	12,610

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: OPEN SPACE & CONSERVATION COMMISSION

CODE: 01101200

DEPARTMENT FUNCTION:

The Open Space and Conservation Commission consists of seven members and three alternate member all appointed by the Town Council for two year terms. The Commission continually reviews the open space needs of the Town and makes recommendations to the Town Council. Administration of the local inland-wetlands program is also the responsibility of this commission. State statutes require the inland wetlands and water courses be protected and preserved. The Director of Engineering and Highways serves as the enforcement agent and administrative officer for the local inland wetlands and watercourse agency.

BUDGET SUMMARY:

The Part Time Salary account (\$3,660) provides funding for the Secretary to the Open Space and Conservation Commission.

Member Expense (\$200) provides for costs of field trips, photographs and slides taken of sites, member training, and other miscellaneous Commission expenses.

The Contributions account includes funds to the Connecticut River Coastal Conservation District (\$2,198) The District provides technical assistance to local governments on inland wetland protection, erosion and sediment control, storm water management and groundwater protection.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101200 OPEN SPACE CONSERVATION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	2,555	3,660		2,940	3,660	3,660		3,660	0
MEMBER EXPENSE	5814	42	200		113	200	200		200	0
CONTRIBUTIONS	5817	2,198	2,198		2,198	2,198	2,198		2,198	0
Totals		4,795	6,058		5,251	6,058	6,058		6,058	0

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PLANNING BOARDS & COMMISSIONS

CODE: 01101300

DEPARTMENT FUNCTION

This budget is for the Planning & Zoning Commission and the Zoning Board of Appeals.

Policy decisions with respect to planning and zoning are made by a five member Planning and Zoning Commission appointed for two-year terms. The Commission's responsibilities are specified by Connecticut statute and include: preparation and adoption of zoning and subdivision regulations; plan of development amendments; and the review of subdivision, site plan and special permit. The primary focus will be the Plan of Conservation and Development Update, which will be based upon the most recent draft and/or final State of Connecticut Plan of Development. Planning and Zoning also performs comprehensive updates to the Zoning and the Subdivision Regulations.

The Zoning Board of Appeals (ZBA) is made up of a five member board that is separately elected along with three elected alternate members. Members serve two-year terms. The primary function of the ZBA is to consider applications for variances from the Town zoning regulations, the locations of automotive-related uses, and appeals from decisions of the Zoning Enforcement Officer and/or the Assistant Zoning Enforcement Officer.

BUDGET SUMMARY:

Part time salary (\$5,400) provides funding for secretarial duties to prepare working notes and minutes of all meetings as well as verbatim notes required for all litigation and FOIA requests.

Printing (\$1,000) is for the Plan of Conservation and Development/Regulations/Maps etc.

Member expense (\$400) is for attendance by Board members at educational seminars, such as the biannual CT Bar Association presentation (2013) on legal issues and process as well as the Land Use Academy, recognition dinner, nameplates, recognition gifts.

Dues and subscriptions (\$350) are for professional materials shared with the Boards and Commissions.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Meetings Regular/Special	23	30	36

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101300 PLANNING BOARD/COMMISSION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	1,251	5,400		3,178	5,000	5,000		5,000	(400)
PRINTING	5541	137	1,000		0	1,000	1,000		1,000	0
MEMBER EXPENSE	5814	90	350		181	350	400		400	50
DUES & SUBSCRIPTIONS	5818	249	400		279	350	350		350	(50)
Totals		1,728	7,150		3,639	6,700	6,750		6,750	(400)

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PLANNING DEPARTMENT

CODE: 01101400

DEPARTMENT FUNCTION:

The Director of Planning and Building serves as the administrative officer for the Planning and Zoning Commission. The Director serves in the capacity as Town Planner and is responsible for reviewing development proposals; providing technical assistance and advice to the Town Manager, Town Council, Zoning Board of Appeals, and Planning and Zoning Commission. Staff provides assistance to other agencies and commissions as needed. Major duties of the office include coordination of development projects; providing information and advice to the public; draft, review and amendment of land use regulations; research, preparation and presentation of planning projects for the Planning & Zoning Commission; site plan and subdivision site inspections; and zoning enforcement as well as follow up inspections on all projects. Additional duties include assistance with the Small Cities Community Development Block Grant applications, and as Special Constables, to enforce the inoperable vehicle ordinance.

BUDGET SUMMARY:

Full-time salary (\$126,554) is for the Director of Planning and Building and a shared position Assistant Planner. The Planning Department shares the Administrative Assistant with the Engineering Department.

Part time (\$19,000) is for a part time Assistant Planner/Zoning Enforcement Officer/Wetlands Enforcement Officer.

The Meeting Expenses (\$200) account is for the cost of attending meetings to discuss Town business.

Uniforms and Cleaning (\$350) is for compliance with the NAGE contract (glasses annually and one pair safety shoes during the life of the contract).

Office Supplies (\$600) is for general office supplies used by department.

Dues and subscriptions (\$600) are for professional fees and subscriptions shared with other Staff and Commissions..

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Meetings (P&Z, ZBA, Council, ETC)	29	31	42
Variances, Site Plan, Subdivisions, Special Permits		27*	30
Other (bond releases, regulation amendments, etc)			

* - includes: former CT Foundry, Town Center West, Rocky Hill High School

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101400 TOWN PLANNER

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	101,019	120,165	1.50	89,429	124,851	126,554	1.50	126,554	6,389
PART TIME SALARIES	5120	48,450	19,000		8,978	19,000	19,000		19,000	0
MEETING EXPENSE	5500	13	175		8	175	200		200	25
UNIFORMS & CLEANING	5613	0	350		0	350	350		350	0
OFFICE SUPPLIES	5622	517	600		321	600	600		600	0
TECHNICAL SUPPLIES	5627	44	0		0	0	0		0	0
DUES & SUBSCRIPTIONS	5818	0	550		0	550	600		600	50
Totals		150,043	140,840	1150	98,736	145,526	147,304	1.50	147,304	6,464

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: INFORMATION TECHNOLOGY

PROGRAM: INFORMATION TECHNOLOGY

CODE: 01101500

DEPARTMENT FUNCTION:

The IT Department provides services that enable other departments to focus on servicing their customers. Our primary goal is to keep vital access to systems, information, and services available in a secure, efficient, and timely manner. Our services include end user support, desktop acquisition configuration and maintenance, software acquisition configuration and licensing, network services, and maintaining the datacenter. These services are provided by IT staff for Town Hall, Police, Fire, Library, Human Services, Parks Maintenance Garage, and Town Maintenance Garage.

The IT Department supports many end user devices from desktop computers, thin clients, printers, tablets and mobile smartphones. IT staff also are responsible for maintaining servers, storage, backup devices, routers, switches, and firewall. All of these devices are supported throughout their entire lifecycle.

IT staff are responsible for configuration and maintenance of the fiber backbone that connects the buildings on Town Hall Campus (Town Hall, Police Department, Fire Company #1, and Cora J. Belden Library). Also maintained are private connections provided by Cox Cable that connect some of our remote buildings (Fire Company #2, Fire Company #3, Parks Maintenance Garage, and Town Maintenance Garage).

Several software licenses are maintained by IT. These include products from Symantec (Antivirus), McAfee (AntiSpam), VMware (server and desktop virtualization), and Microsoft (Windows for desktop, Office, Windows Server, SQL, and Exchange). These products enable us to provide a secure, efficient, and consistent work environment to our customers.

BUDGET SUMMARY:

The Full Time Salary account (\$231,339) includes funding for one General Information Technology Technician, an Information Technology Technical Systems & Network Technician, and Director of Information Technology.

The Training account (\$6,400) includes the cost of sending two technicians to one class each.

The Information Technology Service account (\$45,768) includes the cost of ISP, Wide Area Network (WAN), Electronic Message Boards, and Website Content Management. The WAN supports connectivity to the Town Hall Campus core network which supports services such as email, public safety applications, and Internet access.

The Technology Software and Licensing account (\$119,069) includes costs for acquiring software licenses and support. Support licenses include Symantec, McAfee, VMware, and Microsoft. Also included are costs for extended maintenance agreements for hardware including servers, storage, and wireless equipment.

The Technical Supplies account (\$4,775) includes consumables and typical replacement parts such as toner, keyboards, mice, and UPS battery replacements.

The Technical Equipment account (\$91,000) includes the cost of purchasing new equipment to replace older equipment that has reached the end of its lifecycle or no longer meets the requirements to provide services to our customers. Several items have come to End of Life status and will need to be replaced.

The Computers account (\$40,000) includes the cost of replacing desktop computers.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101500 INFORMATION TECHNOLOGY

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	192,336	199,483	3.00	138,881	225,577	231,339	3.00	231,339	31,856
TRAINING	5334	4,800	3,750		0	3,000	6,400		6,400	2,650
INFORMATION TECHNOLOGY SERVICE	5342	39,107	34,229		31,885	34,229	45,768		45,768	11,539
TECHNOLOGY SOFTWARE LICENSES	5343	0	0		0	0	119,069		119,069	119,069
TECHNICAL SUPPLIES	5627	35,183	53,273		38,949	53,000	4,775		4,775	(48,498)
TECHNICAL EQUIPMENT	5736	48,362	0		0	0	91,000		91,000	91,000
COMPUTERS	5746	0	50,175		13,233	50,175	40,000		40,000	(10,175)
DUES & SUBSCRIPTIONS	5818	0	295		0	0	0		0	(295)
Totals		319,787	341,205	3.00	222,947	365,981	538,351	3.00	538,351	197,146

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: ECONOMIC DEVELOPMENT

CODE: 01101700

DEPARTMENT FUNCTION:

The Economic Development Department creates a positive atmosphere for business and commercial development throughout the Town. The Department consists of the Economic Development Director and receives administrative assistance from the Town Manager's Office. The Director is the liaison with State and Federal resources, local and regional businesses, and local and regional Chambers of Commerce and other economic development entities. The Economic Development Director initiates new projects and programs that focus on increasing the commercial tax base and wealth of the Town. The Director is responsible for analyzing tax incentive packages for the Town. The Economic Development Director works collaboratively with the Town Manager and Planning & Engineering staff to partner with potential business prospects and to implement revitalization strategies throughout Town and seek grants. The Director manages the Silas Deane Highway Façade Improvement Program and the architectural review process for commercial development. The Director is Staff to the Economic Development Commission, the Redevelopment Agency, the Architectural Review Advisory Board, the Economic Development Subcommittee of the Town Council and the Open Space Land Acquisition and Farmland Preservation Committee.

BUDGET SUMMARY:

Full-time salary (\$88,000) is for the Economic Development Director.

Part Time (\$1,900) is for the cost of a recording secretary to attend meetings for EDC, ED Subcommittee, Redev. Agency, Architectural Review Comm. & the OSLA&FP Comm.

Training – (\$500) is for certification/seminars for ICSC, NEDA, CEDAS, RE Exchange, IEDC, CT Main Street Center & other various education sessions sponsored by State, Federal, regional and private economic development entities. Focus will be on attending in-State & regional sessions.

Business/Meeting Expense (\$500) is for local meetings with potential and existing businesses and expenses for workshops and educational seminars.

Marketing/Printing – (\$7,890) is to advertise, prepare & solicit RFP/Qs for targeted properties/redevelopment sites, to promote the Town, to attract new businesses and to contract with consultants.

Dues and Subscriptions (\$2,170) are for membership in: Connecticut Economic Development Association (CEDAS), CT Economic Resource Center (CERC), LoopNet, NEDA and other weekly/monthly real estate publications/services.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01101700 ECONOMIC DEVELOPMENT

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	85,290	85,290	1.00	64,497	88,000	88,000	1.00	88,000	2,710
PART TIME SALARIES	5120	1,514	1,400		1,365	1,900	1,900		1,900	500
TRAINING	5334	0	500		60	500	500		500	0
MEETING EXPENSE	5500	617	500		161	500	500		500	0
PRINTING	5541	1,953	2,000		291	2,000	7,890		7,890	5,890
OFFICE SUPPLIES	5622	73	0		0	0	0		0	0
DUES & SUBSCRIPTIONS	5818	4,895	8,560		8,280	8,560	2,170		2,170	(6,390)
Totals		94,342	98,250	1.00	74,654	101,460	100,960	1.00	100,960	2,710

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: SUPERVISION

CODE: 01202101

DEPARTMENT FUNCTION:

The Chief of Police directs police operations and supervision within the Department of Police Services. The Supervision budget page fully supports the administrative activity of the Chief and Deputy Chief of Police.

Police Supervision, under the direction of the Police Chief, is responsible for preserving the peace, preventing and detecting crime, apprehending law violators, controlling traffic, protecting persons and property, and enforcing both state laws and town ordinances.

The Deputy Chief of Police serves as second-in-command and assumes the duties of the Chief during his absence. He also absorbs some of the administrative responsibilities of the Chief and the Command Staff. This frees up supervisory personnel to conduct more field services and to focus on exceptional matters.

BUDGET SUMMARY:

Full Time Salaries (\$281,487) include the salaries of the Police Chief, the Deputy Chief, and an Administrative Secretary.

Awards and Recognition (\$500) is a way to recognize and reward those officers that perform their job in an outstanding manner.

Photocopier (\$4,000) is for copier rental fees plus copy charges.

Administrative and Conference Expenses (\$500) is for training and conference expenses for the Chief and Deputy Chief of Police.

Dues and Subscriptions (\$2,300) includes funding for the Town's membership in the Capitol Region Chiefs of Police; membership in the International Association of Chiefs of Police; membership in IACP NET; membership in the New England Chiefs Association; membership in the Connecticut Police Chiefs Association; membership in FBI/LEEDA; as well as various professional subscriptions to police publications and journals. This fee covers the entire command staff (Chief, Deputy Chief, & 2 Lieutenants).

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202101 POLICE SUPERVISION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	274,091	271,669	3.00	193,074	279,957	281,487	3.00	281,487	9,818
AWARDS/RECOGNITION	5292	0	500		0	250	500		500	0
PHOTOCOPIER	5550	3,786	3,900		2,883	4,000	4,000		4,000	100
CONFERENCE EXPENSE	5816	0	300		80	200	500		500	200
DUES & SUBSCRIPTIONS	5818	2,305	2,300		1,450	2,100	2,300		2,300	0
Totals		280,183	278,669	3.00	197,487	286,507	288,787	3.00	288,787	10,118

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: POLICE SERVICES

PROGRAM: RECORDS & COMMUNICATIONS

CODE: 01202102

DEPARTMENT FUNCTION:

This budget page covers the operation of the Public Safety Communications Center, as well as the Records Unit of the Police Department. The Communications Center handles the dispatching of all emergency calls for service (police, fire, & medical) in the Town of Rocky Hill and also serves as a back-up system for neighboring towns. Included in the Communications Center is the State Police Hot Line, Regional Access Frequency System (RAFS) that provides direct communication with 32 Capitol Region Towns, as well as the dispatching of the Highway Department, Parks and Recreation Department and other town administrative personnel. Also supported in this budget is the operation and maintenance of the Computer Aided Dispatch and Records Management Systems. Records personnel maintain records on all complaints, case reports, and arrest records. They also prepare daily all police documents for presentation in court.

BUDGET SUMMARY:

Full Time Salaries (\$521,742) includes funding for 7 full time public safety dispatchers and 2 full time records clerk. Part Time Salaries (\$15,000) includes funding for a part time public safety dispatcher to assist in the staffing of the communications center. Overtime funds (\$28,800) are provided in order to fund coverage of open dispatch shifts.

The Fee account (\$78,350) includes the use of the "COLLECT" system (\$4,850), modem airtime for 20 cars (\$19,050), Live Scan booking (\$7,200), Emergency Notification System maintenance agreement (\$5,000), RAFS maintenance agreement (\$645), APCO dues (\$900), RMS/CAD software license (\$24,380), annual maintenance for 14 town AEDs (\$2,350), Reverse Notification data updates (\$2,490), Accident Drawing Software (\$4,000), Live Scan Service Contract (\$3,700), License Plate Reader Service Contract (\$3,000), and ID Card Service Contract (\$785). Cell Phones (\$18,673) is the annual service agreement. Training funds (\$4,000) are for mandated dispatcher training. Recorder Maintenance (\$5,800) is the annual service agreement for 3 voice recording systems (phone & radio). Radio Service (\$27,862) includes the service contract for all 2-way radios: mobiles, base station, portables, repeaters/receivers, antennas, etc. (\$19,562); miscellaneous repairs (\$3,000); emergency lighting/siren service (\$3,800) and cruiser changeover costs (\$1,500). Photocopier (\$4,500) is for the rental of the Records & Patrol copier machines, plus copy charges.

Office supplies (\$7,000) are used by Patrol, Records, & Administrative staff. Technical supplies (\$3,500) include toner and ink for the printers and other computer supplies. Recorder/VCR Supplies (\$1,000) is for Dictaphone discs, cleaners, etc.

Technical Equipment (\$6,100) is for digital video support. Office Equipment (\$2,000) is for a new Dispatch chair and repair parts for older chairs. Radio Equipment (\$87,384) includes 3 replacement mobile radios (\$9,690), 6 replacement portable radios (\$20,290), replacement UPS back-ups for radio tower sites, 6 replacement Panasonic Toughpad MDT's (\$53,004) and 10 replacement portable batteries (\$2,000). Computers (\$6,675) are for the replacement of 5 computer work stations for the Dispatch Center. Other Equipment (\$5,000) is for CT Justice Info service router.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Dispatched Calls for Service	25,489	24,578	25,000
Arrests Processed for Court	447	500	530

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202102 POLICE RECORDS/COMMUN

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	441,175	466,187	8.00	321,630	467,335	521,742	9.00	521,742	55,555
PART TIME SALARIES	5120	12,462	15,000		8,754	14,000	15,000		15,000	0
OVERTIME	5130	31,265	28,080		18,472	30,000	28,800		28,800	720
FEES	5326	63,041	64,565		58,633	64,565	78,350		78,350	13,785
TRAINING	5334	3,749	4,000		2,524	3,000	4,000		4,000	0
MAINTENANCE	5433	7,345	5,800		2,860	5,800	5,800		5,800	0
TELEPHONE	5507	0	18,673		10,540	17,000	18,673		18,673	0
RADIO SERVICE	5531	34,917	27,862		15,950	27,862	27,862		27,862	0
PHOTOCOPIER	5550	2,816	4,500		1,706	4,000	4,500		4,500	0
OFFICE SUPPLIES	5622	8,243	6,500		5,679	7,000	7,000		7,000	500
TECHNICAL SUPPLIES	5627	2,025	3,500		1,542	2,800	3,500		3,500	0
SUPPLIES-RECORDER SYSTEM	5628	246	265		825	1,000	1,000		1,000	735
TECHNICAL EQUIPMENT	5736	1,046	1,100		1,345	1,100	6,100		6,100	5,000
OFFICE EQUIPMENT	5740	1,270	1,800		1,882	2,000	2,000		2,000	200
RADIO EQUIPMENT	5742	33,150	27,571		26,327	27,571	87,384		87,384	59,813
COMPUTERS	5746	0	4,005		3,799	4,005	6,675		6,675	2,670
OTHER EQUIPMENT	5749	7,552	0		0	0	5,000		5,000	5,000
Totals		650,304	679,408	8.00	482,468	679,038	823,386	9.00	823,386	143,978

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: INVESTIGATIONS

CODE: 01202103

DEPARTMENT FUNCTION:

This budget page provides for the investigation of major crimes with the purpose of identifying, apprehending, and arresting individuals involved in major crimes. It also includes the preparation of cases for prosecution. The Investigations Division utilizes a proactive approach to identify and apprehend offenders prior to, during, and after the commission of criminal acts. Specialized areas of investigation include vice, narcotics, sex offenses, robberies, burglaries, computer crime and certain juvenile crimes. This Division is augmented by the assignment of a rotating officer from the Patrol Division. The Investigations Division is also responsible for the maintenance of all criminal history files and evidence. The Investigations Division has joined forces with the Newington, Berlin and Wethersfield Police Departments to form the Mid State Narcotics Task Force. The Investigations Division also remains active as a member of the Capitol Region Investigative Support Team, as well as the Hartford and Middlesex County Detectives Association.

BUDGET SUMMARY:

Full Time Salaries (\$311,853) includes a Lieutenant and two and a half (2.5) Detectives. Part Time Salary (\$25,000) is for the employment of part-time clerical assistance in the Detective Division.

Support Services (\$1,700) is for the rental of the identikit software (\$700) and for the Town's share for participation in the Mid State Task Force Narcotics Unit (\$1,000). Training Expenses (\$600) are for drug related training, gang intelligence operations, legal updates, and major crime investigation. Equipment Repairs (\$250) are for upkeep of cameras, camcorders, and evidence processing equipment. Meeting expenses (\$120) is provided for regional Detective meetings during the year.

Office Supplies (\$700) cover the cost of printer cartridges and general office supplies. The Technical Supplies account (\$3,500) includes funds for assorted materials (narcotic testing kits, dusting powder, fingerprinting, etc.) needed for the purposes of conducting crime scene investigations and preserving evidence.

Other Equipment (\$1,335) is for a stand alone Computer Work Station to catalog all property in the Property/Evidence Room.

<u>PERFORMANCE MEASUREMENTS:</u>	2012-13 <u>ACTUAL</u>	2013-14 <u>EST.</u>	2014-15 <u>FORECAST</u>
Criminal Cases Assigned	200	416	450

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202103 POLICE INVESTIGATIONS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	296,782	309,426	3.50	238,835	311,853	311,853	3.50	311,853	2,427
PART TIME SALARIES	5120	26,256	22,500		17,987	25,000	25,000		25,000	2,500
SUPPORT SERVICES	5327	842	1,700		915	1,700	1,700		1,700	0
TRAINING	5334	209	575		442	475	600		600	25
EQUIPMENT REPAIR	5431	187	250		0	200	250		250	0
MEETING EXPENSE	5500	0	120		15	75	120		120	0
OFFICE SUPPLIES	5622	739	500		300	675	700		700	200
TECHNICAL SUPPLIES	5627	1,261	3,500		2,133	3,000	3,500		3,500	0
COMPUTERS	5746	0	1,335		1,129	1,335	1,335		1,335	0
OTHER EQUIPMENT	5749	718	0		0	0	0		0	0
Totals		326,993	339,906	3.50	261,755	344,313	345,058	3.50	345,058	5,152

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: POLICE SERVICES

PROGRAM: UNIFORM PATROL

CODE: 01202104

DEPARTMENT FUNCTION:

This budget page covers the cost of providing 24 hour; seven days a week uniformed presence to deter crime, respond to emergencies and calls for service, direct and regulate traffic, enforce motor vehicle laws, conduct preliminary criminal investigations, apprehend offenders and enforce state laws and local ordinances. This is accomplished by actively patrolling in conspicuously marked patrol vehicles in assigned areas.

BUDGET SUMMARY:

Full Time salaries (\$2,367,336) include 1 lieutenant, 6 patrol sergeants, 2 school resource officers and 22 patrol officers. All salaries are budgeted according to the current IBPO collective bargaining contract. Holiday pay (\$139,100) is budgeted based on the current IBPO contract that requires overtime for 13 paid holidays each year. Overtime (\$243,400) covers shift vacancies and unanticipated incidents. Town Events (\$15,000) covers overtime for town sponsored events and functions such as the Memorial Day Parade, Rocky Hill Fall Fest, Summer Concert Series, etc.

College Credit (\$15,600) and Longevity (\$19,275) are based upon the requirements of the existing IBPO collective bargaining contract.

Support Services (\$2,000) is the Town's share for participation in the Mid-State Task Force Accident Squad (\$1,000) and CREST Team (\$1,000).

Training (\$25,000) is budgeted for firearms training & qualification, first aid certification, defensive tactics recertification, the Capitol Region Training Assessment, and increased training due to new mandates such as blood-borne pathogens, OSHA requirements, weapons of mass destruction, and terrorism.

Equipment Repairs (\$3,500) are for the repair, maintenance, and the certification of radar units, the breathalyzer machine, and other equipment.

Uniforms and Cleaning (\$63,700) is budgeted on the basis of the current IBPO contract.

Motor Fuel (\$109,000), Tires (\$15,000) and Vehicle Parts/Repairs (\$50,000) are based on the age of the fleet, vehicle accidents, and vehicle maintenance. Car Wash (\$6,000) is the annual service agreement to wash the fleet. Police Tows (\$1,500) is for the cost to tow violator's and abandoned vehicles.

Technical Supplies (\$30,000) include funds for ammunition, film processing, first aid and OSHA supplies, etc., as well as supplies for the CREST, Canine, and Marine Units. Food (\$1,200) is for prisoner meals and special details.

Technical Equipment (\$15,465) is for (5) replacement Tasers (\$6,250) & Power DMS software (\$9,215). Computers (\$2,670) is for 2 replacement computers.

PERFORMANCE MEASUREMENTS:

	2012-13 ACTUAL	2013-14 EST.	2014-15 FORECAST
Patrol Miles	225,000	245,000	250,000
Summons Issued	2,335	1,600	2,000
Accidents Investigated	526	690	600

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202104 POLICE UNIFORM PATROL

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	2,035,498	2,159,875	28.00	1,515,904	2,289,374	2,240,206	31.00	2,367,336	207,461
HOLIDAY PAY	5112	124,152	135,200		62,181	130,000	139,100		139,100	3,900
OVERTIME	5130	306,305	236,600		182,080	240,000	243,400		243,400	6,800
OVERTIME TOWN EVENTS	5132	7,401	15,000		6,192	10,000	15,000		15,000	0
COLLEGE CREDITS	5240	11,200	14,750		9,850	14,750	15,600		15,600	850
LONGEVITY	5291	18,675	18,750		9,338	18,750	19,275		19,275	525
SUPPORT SERVICES	5327	651	2,000		1,000	2,000	2,000		2,000	0
TRAINING	5334	19,724	22,000		16,966	25,000	25,000		25,000	3,000
EQUIPMENT REPAIR	5431	2,789	3,000		2,772	3,500	3,500		3,500	500
CAR WASHES	5502	4,565	6,000		1,765	5,000	6,000		6,000	0
POLICE TOWS	5503	1,449	1,500		520	1,000	1,500		1,500	0
UNIFORMS & CLEANING	5613	59,313	53,200		32,977	53,200	56,700		63,700	10,500
MOTOR FUEL & LUBRICANTS	5620	122,575	114,000		84,728	114,000	109,000		109,000	(5,000)
TECHNICAL SUPPLIES	5627	34,074	25,500		18,236	30,000	30,000		30,000	4,500
TIRES & TUBES	5629	15,759	15,000		8,653	15,000	15,000		15,000	0
VEHICLE PARTS	5630	50,212	50,000		35,445	50,000	50,000		50,000	0
FOOD	5640	1,621	1,000		678	1,100	1,200		1,200	200
TECHNICAL EQUIPMENT	5736	0	16,000		16,000	16,000	15,465		15,465	(535)
COMPUTERS	5746	0	2,670		2,670	2,670	2,670		2,670	0
Totals		2,815,962	2,892,045	28.00	2,007,954	3,021,344	2,990,616	31.00	3,124,746	232,701

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: POLICE SERVICES

PROGRAM: SPECIAL SERVICES

CODE: 01202105

DEPARTMENT FUNCTION:

This budget page includes funding for one and a half (1.5) Youth Officers. Overtime pay for private duty work is also reflected under this account. This money is paid up front by the town and then reimbursed by private contractors. The full time Youth Officer is responsible for the investigation of crimes where it is suspected or known that juveniles are either victims or perpetrators. The Youth Officer is the primary Life Skills Coordinator for the Rocky Hill School System and is assisted by 2 officers from the Patrol Division. The Youth Officer serves as a school resource officer for both the Middle and High Schools. This officer serves on the R.H.H.S. Youth Advisory Board, as well as the Rocky Hill Coalition to Reduce Underage Drinking.

BUDGET SUMMARY:

The Full Time Salary account (\$125,437) includes funding for one Detective who serves as the Town's Youth Officer and an additional half position for a Youth Officer. Salaries are based upon the current IBPO Collective Bargaining Contract. Private Duty (\$240,000) is budgeted for police private detail services. This sum is offset by revenue from private contractors in the revenue budget for this service. Overtime (\$4,000) is budgeted for the Life Skills program which is taught to approximately 400 fifth and seventh grade students at Griswold Middle, Stevens, & West Hill Schools.

Support Services (\$1,000) is funding for the Police Cadet Academy and Post fees. The training account (\$1,000) includes seminars and workshops for officers that work with youths in substance abuse, child safety, and sexual abuse. Funds in the Uniform & Cleaning account (\$1,500) are for the Police Cadets and the Honor Guard Unit. Materials and Supplies (\$500) are for miscellaneous Police Cadet expenses. Technical Supplies (\$3,500) provides funding for program supplies and materials for approximately 2,400 students in the Rocky Hill school system.

Dues and Subscriptions (\$150) are for various professional publications and newsletters, as well as for membership in various School Resource Officer and Juvenile Officer Associations.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Cases Referred to Youth Division	35	40	50
School Programs Presented	55	50	60

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202105 POLICE SPECIAL SERVICES

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	121,973	124,956	1.50	86,508	125,437	125,437	1.50	125,437	481
PRIVATE DUTY	5114	243,824	140,000		170,008	235,000	240,000		240,000	100,000
OVERTIME	5130	0	4,000		0	0	4,000		4,000	0
FEES	5326	110	1,000		420	1,000	1,000		1,000	0
TRAINING	5334	428	1,000		590	1,000	1,000		1,000	0
UNIFORMS & CLEANING	5613	784	1,500		746	1,000	1,500		1,500	0
MATERIALS & SUPPLIES	5623	0	500		0	300	500		500	0
TECHNICAL SUPPLIES	5627	3,487	3,500		1,441	3,500	3,500		3,500	0
DUES & SUBSCRIPTIONS	5818	40	150		0	100	150		150	0
Totals		370,646	276,606	1.50	259,712	367,337	377,087	1.50	377,087	100,481

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: ANIMAL CONTROL

CODE: 01202106

DEPARTMENT FUNCTION:

This budget page includes funding for 2 part time Animal Control Officers. The Animal Control Department is responsible for investigating all domestic animal and wildlife complaints and enforces state laws and local ordinances pertaining to animals. The Animal Control Department also tracks dog licenses issued by the town and oversees the quarantine of animals involved in bites. The Animal Control Department also performs other duties as assigned by the Chief of Police.

BUDGET SUMMARY:

Part Time Salaries (\$18,000) are for 2 part time Animal Control Officers.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Animal Complaints Investigated	288	276	290

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202106 POLICE ANIMAL CONTROL

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	7,926	15,000		10,875	18,000	18,000		18,000	3,000
Totals		7,926	15,000		10,875	18,000	18,000		18,000	3,000

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: SUPERVISION

CODE: 01202201

DEPARTMENT FUNCTION:

This activity covers the various expenses of supervisory personnel. Also covered are all expenses needed to run the office at Headquarters and office supplies to the other stations. The Fire Chiefs, while volunteer, devote many hours to the operation of the division. They attend Public Safety Meetings, and Council Meetings in support of the division. Also included is control of data entry and video operations.

BUDGET SUMMARY:

The full-time clerical position (\$61,614) is budgeted based on the current A.F.S.C.M.E. contract. The part-time account will be set at (\$400).

The Department continues on a certification program for all personnel and compliance with mandated OSHA training for fire fighters. In order to obtain and maintain this certification it is important that the staff along with other administrative people attend seminars and training sessions both in and out of the State of Connecticut. The CT Fire Chief's Conference, International Instructor's Conference, New England Fire Chiefs, and other seminars and training programs are included in the meeting expenses account (\$400).

Uniforms and Clothing (\$3,000) is for the purchase of dress uniforms for the Chiefs and for Honor Guard Uniforms. Office Supplies (\$3,500) is for the yearly cost of office supplies needed to operate 3 fire stations. Technical Supplies (\$1,500) includes various items for the fire stations, such as copy and fax paper, film and film processing. This also includes flags, wreaths and holiday/memorial arrangement.

ISO Required Mandates (\$2,000) is for items that can affect our ISO score. Dues and subscriptions (\$2,000) includes staff officers and membership of all companies in the Connecticut State Fire Association, membership in the N.E. Fire Chief's Association, IAAI, IAFC, IFSTA, NFPA, Connecticut Fire Drill Instructors, Connecticut Public Fire Education, 100 Club, Division membership in Hartford County Mutual Aid Plan, Connecticut Parade Marshal, State Conference Registration, National Volunteer Fire Council, and other organizations vital to the Division.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Total Fire Calls	651	615	625
False Calls	182	133	145
Carbon Monoxide Calls	16	13	14.5
Total Structure Fires	8	3	5

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202201 FIRE DEPT SUPERVISION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	58,218	58,218	1.00	41,295	59,877	61,614	1.00	61,614	3,396
PART TIME SALARIES	5120	0	800		0	400	400		400	(400)
MEETING EXPENSE	5500	696	400		0	300	400		400	0
UNIFORMS & CLEANING	5613	3,038	3,000		1,370	3,000	3,000		3,000	0
OFFICE SUPPLIES	5622	3,046	3,500		2,196	3,000	3,500		3,500	0
TECHNICAL SUPPLIES	5627	1,296	7,750		350	7,750	1,500		1,500	(6,250)
ISO MANDATES	5807	1,739	3,000		6,522	5,000	2,000		2,000	(1,000)
DUES & SUBSCRIPTIONS	5818	1,694	2,000		928	1,800	2,000		2,000	0
Totals		69,726	78,668	1.00	52,661	81,127	74,414	1.00	74,414	(4,254)

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: TRAINING

CODE: 01202202

DEPARTMENT FUNCTION:

This program encompasses all aspects of education and training for the department. It provides for education conducted by department instructors, external agencies such as the Connecticut Fire Academy, or the Hartford County Fire Emergency Planning Program. The program also covers specialized programs offered either in or out of State. The department's comprehensive training calendar allows us to maintain our high standard of performance as well as comply with applicable OSHA training standards.

BUDGET SUMMARY:

Support Services are set at (\$11,650). This will be used to maintain the licenses for the computer based mandatory education software and web based competency testing for OSHA required refresher training (Target Safety) and for Firehouse Software Licenses.

Training expenses are set at (\$38,000). (\$28,000) of this is set to cover the costs associated with the initial firefighter certification training. RHFD requires all members to be minimally certified at the Firefighter 1 level and this permits the member to work under direct supervision in most evolutions. It is expected that 10 new recruits will be trained during this budget year. Furthermore, the costs associated with additional required certifications such as Hazardous Materials Operation, CPR-AED and other mandatory topics are covered within this budget line, as determined by local, state, and federal regulatory requirements. (\$10,000) is set to cover the costs associated with the continuing education for all department members. RHFD conducts weekly training on a myriad of topics as prescribed by the OSHA general duty clause. The training reinforces the skill sets that firefighters are expected to be competent in during the performance of their job. Included in the cost are expenditures for non-RHFD instructors who provide specialized training to the department. This also allows department members to attend courses sponsored by the Connecticut Fire Academy and the National Fire Academy and mandated FEMA training.

Ground Maintenance is set at (\$25,000). This will be used to maintain the Fire Training Center grounds, gas lines and upgrades.

Technical supplies expenses are set at (\$7,250). This includes the cost to maintain lesson plans and programs, Update DVDs, interactive software, and other course essentials. This also includes equipment associated with the training environment, Hazardous Materials Training supplies and Fire Blast Burn Trailer and Training Center Propane/Gas supply and Training Prop Fabrication and Repair.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Total Training Hours	6,585	7,500	8,500
FF1 and FF2	654	725	800
HazMat	88	150	180
Driver's Training	710	750	800

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202202 FIRE DEPT TRAINING

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
SUPPORT SERVICES	5327	10,450	11,650		10,270	10,800	11,650		11,650	0
TRAINING	5334	33,220	38,000		9,490	30,000	38,000		38,000	0
GROUND MAINTENANCE	5433	0	0		0		0		25,000	25,000
TECHNICAL SUPPLIES	5627	5,196	7,250		2,973	7,250	7,250		7,250	0
Totals		48,866	56,900		22,733	48,050	56,900		81,900	25,000

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: COMMUNICATIONS

CODE: 01202203

DEPARTMENT FUNCTION:

This program includes maintenance and operation of the Fire Department Communications system, 2-way radios, both mobile and portable, 2-way radio repeaters, transmitters, receivers, cell phones, Fire Station, personal receiving units and Fire Stations – Rip & Run. Fire calls are received at Police Headquarters via telephone (911), or alarm systems monitored by private companies or the Police Department. We also have emergency call boxes located throughout town, which are received at the Police Station via telephone line, updating of preplans and dispatch software.

BUDGET SUMMARY:

Telephone Service (\$10,500) is for cell phones for Chief Officers, Captains and fire apparatus/wireless computer air time. Radio Service (\$19,506) includes: the Motorola's service contract on the Fire radio system which services includes service calls and repairs of the units (\$10,506); the yearly inspection of the Opticom Traffic Pre-Emption System (\$4,000) which allows emergency vehicles to have the green light as they approach an intersection; and the repairs and replacements of radio equipment not covered under the repair service agreement (\$5,000). Communications (\$4,800) is for (\$3,000) for the service contract with Mobile Tec (CAD, Rip & Run, Lap Top Software) and (\$1,800) for communications networking.

Radio Supplies (\$3,600) is to purchase 25 Intrinsically safe batteries (\$2,800), and to purchase Minitor pager batteries and laptop batteries (\$800).

Radio Equipment (\$21,192) is for (\$18,392) to purchase 8 intrinsically safe radios that are needed for explosive atmosphere – propane, natural gas and CO leaks along with other chemicals; (\$2,800) is for Minitor V pagers for new members and the replacement of non-repairable pagers. Computers (\$3,200) is for 3 pc's.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Fire Calls & Testing Of Communications	1,381	1,344	1,380

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202203 FIRE DEPT COMMUNICATIONS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
TELEPHONE	5507	7,212	10,500		5,164	10,500	10,500		10,500	0
RADIO SERVICE	5531	19,866	19,200		10,058	19,200	19,506		19,506	306
COMMUNICATIONS	5532	7,189	4,800		7,866	4,800	4,800		4,800	0
RADIO SUPPLIES	5614	2,094	3,600		3,908	3,600	3,600		3,600	0
RADIO EQUIPMENT	5742	22,929	18,400		2,968	17,000	21,192		21,192	2,792
COMPUTERS	5746	0	3,200		0	3,200	3,200		3,200	0
Totals		59,289	59,700		29,964	58,300	62,798		62,798	3,098

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: PREVENTION

CODE: 01202204

DEPARTMENT FUNCTION:

Fire Code Enforcement is the responsibility of the Fire Marshal. The Fire Marshal is appointed by the Town Manager. The duties and responsibility of the Fire Marshal are promulgated by Connecticut General Statute. Duties include appointment/certification policy of hours of in-service training every 3 years; abatement of Fire Safety Code Violations; inspect or cause to be inspected all buildings covered by the CT Fire Safety Code at least once per year; fire/explosion investigation (cause and origin); NFIRS reporting system; code modification procedures; inspection of cargo tank motor vehicles; compliance with Connecticut Hazardous Materials Code, Connecticut Flammable and Combustible Liquids Code, Connecticut Gas and Equipment Piping Code, Connecticut Liquefied Petroleum Gas and Liquefied Natural Gas Code, Connecticut Oil Burning and Equipment Code; all reports associated with any of the above stated activities; requests for service; courtroom testimony; compliance with Fire Sprinkler System Codes, and Fire Alarm System Codes.

BUDGET SUMMARY:

Full Time (\$144,025) is for the Fire Marshal's salary and Paid Inspector (shared position). Part Time Salaries (\$7,500) includes: (\$2,500) devoted for yearly Fire Prevention Programs, (\$5,000) is for required fire watches at the high school auditorium, and other occupancies, Project Graduation and numerous RHHS sporting events as required by CT fire safety code.

Training Expenses (\$3,000) allows five (5) personnel to attend IAAI Training Sessions, including mandated certification training by the State, and local and regional programs for the Fire Marshal's staff. The Public Information Material account (\$2,500) includes funds for the purchase of materials for public, educational, and business sectors programs, graphic supplies, and related fire prevention pamphlets, and related publications.

Uniforms and cleaning (\$2,000) is for FMO Staff uniforms. Technical Supplies (\$1,500) are for forms, digital camera, equipment, meters, and PPE equipment.

Dues and subscriptions (\$2,750) are for various publications, codes documents, and dues for professional organizations.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Provide Building Fire Code Inspections	600	725	750

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202204 FIRE DEPT PREVENTION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	100,966	138,164	1.50	99,483	141,471	144,025	1.50	144,025	5,861
PART TIME SALARIES	5120	43,519	17,000		5,539	17,000	7,500		7,500	(9,500)
TRAINING	5334	505	2,500		1,100	2,500	3,000		3,000	500
PUBLIC INFORMATION MATERIALS	5335	1,477	2,500		1,794	2,500	2,500		2,500	0
UNIFORMS & CLEANING	5613	1,088	1,000		925	1,000	2,000		2,000	1,000
TECHNICAL SUPPLIES	5627	694	1,000		491	1,000	1,500		1,500	500
DUES & SUBSCRIPTIONS	5818	1,405	2,750		1,927	2,750	2,750		2,750	0
Totals		149,654	164,914	11.50	111,258	168,221	163,275	1.50	163,275	(1,639)

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: FIRE DEPARTMENT

PROGRAM: FIRE FIGHTING

CODE: 01202205

DEPARTMENT FUNCTION:

This activity reflects the direct cost related to fire fighting and the suppression of fire by our three stations, Fire Police, and Cadets. Comprised of about 73 dedicated volunteer Fire Fighters (Active, Fire Police and Cadets), who give freely of their time and energy in extremely hazardous endeavors to provide effective and economical fire protection. Under mutual aid agreements, Rocky Hill, and adjoining communities assist each other. Responsibilities include but are not limited to: fire fighting, motor vehicle extrications, carbon monoxide detector alarms, traffic control, and various other community assistance services called upon.

BUDGET SUMMARY:

Part Time Salary (Remuneration) (\$160,000) includes a stipend for staff and line officers as well as engineers. Also included in this amount is the remuneration for fire personnel who respond to fire calls. The department uses a pay per point retention program for compensation. Part Time Salary (Storm Stand by) is set at (\$25,000).

Group Insurance (\$11,500) is for Life Insurance of \$20,000 for active members. Pension Contribution (\$76,500) is to the Volunteer Fire Fighting Pension Plan. Health & Safety Account (\$20,025) is for annual physical examinations required under NFPA 1572. This includes (\$15,000) for the physical exams, (\$1,425) for stress tests when required, and (\$3,600) for 10 new members and for those Fire Cadets that become regular members when reaching their eighteenth birthday.

Hydrant Insurance (\$60,000) is funded to provide annual hydrant service provided by the MDC to all of the Town's fire hydrants.

Chemicals (\$3,750) is for the purchase of fire fighting chemicals, recharging fire extinguishers, calibration gases for multi-gas meters, and gases for the torches. Uniform & Clothing Account (\$4,000) is for the continued replacement of uniforms that need to be standardized. Equipment & Supplies (\$32,950) is for firefighting and rescue equipment that includes the replacement of one thermal imaging camera that is obsolete, the replacement of 15 Scott Air bottles, as well as small tool and appliance updates and minor upgrades to hydraulic rescue hoses and reels. Turn-Out Gear Account (\$45,500) and Gloves, Helmets, Boots, and Hoods Account (\$4,950) are for the continued replacement of outdated turn-out gear.

Recruitment & Retention (\$12,000) activities include funding (\$9,000) for the department's annual award dinner, as well as other retention activities such as the summer picnic and Children's Christmas Party. Also included, (\$3,000) is to help with advertising and materials needed to maintain the recruitment of perspective members/background checks on new members. Fire Division Activities (\$22,500) includes (\$5,000) to each station, (\$2,000) to the Fire Police, (\$1,000) to the Fire Cadets, (\$2,000) to the Fire Division Welfare Fund, and (\$2,500) to Staff Activities.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Number of Volunteers	68	73	80
Public Hydrants	561	567	581
Private Hydrants	174	180	210

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202205 FIRE DEPT FIRE FIGHTING

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
PART TIME SALARIES	5120	144,224	160,000		57,984	160,000	160,000		160,000	0
PART TIME STORM STANDBY	5121	26,418	25,000		13,289	24,000	25,000		25,000	0
GROUP INSURANCE	5210	8,869	11,500		8,127	11,500	11,500		11,500	0
EMPLOYEE PENSION	5230	72,325	76,500		76,500	76,500	76,500		76,500	0
FEES	5326	19,342	22,025		6,889	20,000	20,025		20,025	(2,000)
HYDRANT SERVICE	5445	43,213	60,000		0	60,000	60,000		60,000	0
CHEMICALS	5612	1,830	3,750		2,021	3,750	3,750		3,750	0
UNIFORMS & CLEANING	5613	5,408	4,000		574	4,000	4,000		4,000	0
EQUIPMENT & SUPPLIES	5615	32,872	32,800		17,716	32,800	32,950		32,950	150
TURN OUT GEAR	5627	44,453	57,000		7,869	55,000	45,500		45,500	(11,500)
GLOVES, HELMETS ETC	5631	4,732	4,950		1,928	4,950	4,950		4,950	0
RECRUITMENT ACTIVITIES	5806	11,167	12,000		8,702	12,000	12,000		12,000	0
STAFF ACTIVITY	5821	22,500	22,500		21,500	22,500	22,500		22,500	0
Totals		437,353	492,025		223,099	487,000	478,675		478,675	(13,350)

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: FIRE DEPARTMENT

PROGRAM: APPARATUS MAINT

CODE: 01202206

DEPARTMENT FUNCTION:

This activity covers the purchase and maintenance of fire fighting apparatus, and equipment, and the maintenance of vehicles. Two full-time Mechanics (one Mechanic and one Mechanic/Custodian) maintain all fire vehicles, and equipment. The Fire Division operates major pieces of apparatus: (1) 104' Aerial Ladder; (1) 105' Aerial ladder with 1500 g.p.m. pump, (1) 100' Aerial Tower with 1,500 g.p.m. pump; (2) 1,500 g.p.m. Pumpers; (2) 1,200 g.p.m. Rescue Pumpers; (1) spare 1,750 g.p.m. Foam Pumper; (1) Hose Tender; (1) Heavy Duty Rescue; (1) Salvage Overhaul Truck; (1) Fire Rescue Boat; (1) Mechanic's Vehicle; (1) 4 X 4 Chief's Vehicle; (1) 4 X 4 Fire Marshal's Vehicle; (1) Portable Generator and Lighting Trailer; (1) Foam trailer, (1) Trench Rescue Vehicle, (1) Fire Training Trailer; (2) 4 X 4 Fire Police Vehicles, and (1) Fire Police Utility Vehicle.

BUDGET SUMMARY:

Full Time includes the salaries for a full time Fire Mechanic and a full time Fire Mechanic/Custodian (\$109,050). The Mechanic also serves as an active member of the fire fighting force.

Equipment Repairs (\$27,150), includes (\$1,800) for ground ladder testing, (\$750) for ground ladder repair, (\$5,500) for Scott Pak repairs, (\$4,200) for SCBA Flow Testing & Repairs, (\$1,400) for Scott Hydro-Testing, (\$1,800) for Hurst tool testing, (\$5,000) for hose testing, (\$1,200) for life safety equipment, (\$1,500) for Fire Blast trailer, (\$2,000) maintenance for air compressor/cascade system and (\$2,000) for Hurst Tool repair. Vehicle Repairs is budgeted at (\$32,700) which includes (\$1,600) for testing all department aerial ladders, (\$4,500) for aerial service contracts for T-1, T-2 and T-3, (\$6,600) for 5 year non-destructive aerial testing and (\$20,000) for actual vehicle repairs.

Uniforms and Clothing (\$800) is budgeted for clothing for mechanics. Maintenance Supplies (\$1,600) are budgeted on the basis of average costs over past several years. Motor Fuels & Lube (\$31,170) is for unleaded gas, diesel fuel, oil, and fluids. Technical Supplies is budgeted at (\$1,000) for small tools and materials. Tires & Tubes (\$10,000) is for the replacement, and repair of vehicle tires. Vehicle Parts & Supplies account is budgeted at (\$20,000) based on prior year usage.

Technical Equipment is budgeted at (\$6,500) for fire hose replacement of various lengths and diameters.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Major Equipment Overhaul	3	1	1
Aerial Testing	3	3	3
Ground Ladder Testing	802' (41 ladders)	802' (41 ladders)	802' (41 ladders)
Airpack Testing (68 Packs)	68	72	72
Hose Testing	18,000'	18,000'	18,000'

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202206 FIRE DEPT APPARATUS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	107,432	106,320	2.00	75,746	109,050	109,050	2.00	109,050	2,730
EQUIPMENT REPAIR	5431	26,908	27,700		16,320	27,000	27,150		27,150	(550)
VEHICLE REPAIR	5432	22,051	28,300		17,447	28,300	32,700		32,700	4,400
UNIFORMS & CLEANING	5613	779	800		203	800	800		800	0
MAINTENANCE SUPPLIES	5617	1,152	1,600		1,529	1,600	1,600		1,600	0
MOTOR FUEL & LUBRICANTS	5620	37,634	31,170		30,439	31,170	31,170		31,170	0
TECHNICAL SUPPLIES	5627	976	500		454	500	1,000		1,000	500
TIRES & TUBES	5629	5,394	5,000		4,662	5,000	10,000		10,000	5,000
VEHICLE PARTS	5630	19,043	20,000		11,254	20,000	20,000		20,000	0
TECHNICAL EQUIPMENT	5736	6,543	6,500		3,364	6,500	6,500		6,500	0
Totals		227,912	227,890	2.00	161,418	229,920	239,970	2.00	239,970	12,080

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: FIRE STATION

CODE: 01202207

DEPARTMENT FUNCTION:

This budget provides for the maintenance and operation of Fire Station #1 on Old Main Street; Fire Station #2 on New Britain Avenue; Fire Station #3 on Main Street and Old Forge Road; and the Association Museum on Church Street. Cleaning, housekeeping, and routine maintenance of fire stations is handled by Fire Department Personnel.

BUDGET SUMMARY:

Building Repairs (\$16,000) is for routine maintenance repairs and fixed cost to service diesel exhaust recapture systems at three stations. Equipment Repair (\$500) includes service of ice machines. Photocopier (\$2,435) includes the monthly lease payment, copy charge, staples, and miscellaneous items for the Department's photocopier.

Maintenance supplies (\$1,000) are for replacing and repairing Department's furnishings and equipment located in the three firehouses, and to continue replacing tables and chairs that are used extensively by the public.

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Station Repairs	27	21	25

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202207 FIRE DEPT FIRE STATIONS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
BUILDING REPAIR	5430	17,224	16,000		11,235	16,000	16,000		16,000	0
EQUIPMENT REPAIR	5431	350	500		303	500	500		500	0
PHOTOCOPIER	5550	1,729	2,424		1,685	2,424	2,435		2,435	11
MAINTENANCE SUPPLIES	5617	833	1,000		557	1,000	1,000		1,000	0
Totals		20,135	19,924		13,781	19,924	19,935		19,935	11

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: BUILDING INSPECTION

CODE: 01202401

DEPARTMENT FUNCTION:

The Building Department budget includes funds for local administration of the State adopted International Building, Residential, Plumbing, Mechanical, Energy Conservation, Handicap Accessibility, Existing Building, the National Electrical codes, and State Statutes concerning building safety. The Building Department receives permit applications with fees, verifies validity of licenses at time of permit application that contractors have worker's compensation insurance or are exempt. The information received is entered into a database and interoffice routing form with the permit application. Pertinent data is processed to other departments for approval IE: planning and Zoning, Wetlands, Engineering, Fire Marshal, Fire Chief, and Health Inspector if food is involved.

The Building Department reviews the submitted documents for compliance of the proposed work with appropriate state adopted codes and verifies that no taxes for that address are owed to the Town. The Department is also responsible for enforcing various codes of the Town of Rocky Hill that pertain to blighted buildings, building construction, littering, multiple dwellings, and numbering of buildings. Daily field inspections are performed for compliance with appropriate adopted codes. The Building Department also responds to police and fire requests to evaluate building safety issues on a 24 hour / 7 days a week on call basis.

BUDGET SUMMARY:

Full Time Salaries (\$219,208) includes the Building Official, a Building Inspector, and a Secretary II. Part Time Salaries (\$19,775) is for a Mechanical Inspector, not to exceed 19 hrs per week. Overtime (6,500) is for call-out per contract for Building Inspector.

Training expense (\$2,500) is for State mandated 90 hours of continuing education over a three-year period for the Building Official, the Building Inspector, and Mechanical Inspector. It also provides funding for mandated training costs associated with State Trade license renewals, new technologies and the implementation of new rules and regulations. Uniform and Cleaning (\$350) is for expenses incurred during inspection services and for safety gear. Office Supplies (\$700) is budgeted for miscellaneous office materials.

Technical Supplies (\$3,600) are for code-related materials, permits, applications and the upgrade of GEOTMS software. Dues and Subscriptions (\$450) are budgeted for professional fees and materials.

<u>PERFORMANCE MEASUREMENTS:</u>	2012-13 ACTUAL	2013-14 EST.	2014-15 FORECAST
Permits Issued	1319	1783	1583
CO's Issued	114	114	109
Inspections Performed	2015	1906	1721
Emergency call outs	43	44	22

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202401 BUILDING DEPT

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	205,326	210,505	3.00	151,539	215,614	219,208	3.00	219,208	8,703
PART TIME SALARIES	5120	18,488	15,000		15,207	19,775	19,775		19,775	4,775
OVERTIME	5130	6,487	4,925		4,796	5,361	6,500		6,500	1,575
TRAINING	5334	2,131	2,500		911	2,520	2,500		2,500	0
UNIFORMS & CLEANING	5613	250	350		0	350	350		350	0
OFFICE SUPPLIES	5622	269	700		287	700	700		700	0
TECHNICAL SUPPLIES	5627	3,376	3,600		1,037	3,600	3,600		3,600	0
DUES & SUBSCRIPTIONS	5818	290	450		227	450	450		450	0
Totals		236,617	238,030	3.00	174,004	248,370	253,083	3.00	253,083	15,053

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: AMBULANCE ASSOCIATION

CODE: 01202901

DEPARTMENT FUNCTION:

This budget provides funding for ambulance and emergency medical services in the Town of Rocky Hill on a twenty-four hour basis. Ambulance and emergency medical services are provided by members of the Rocky Hill Volunteer Ambulance Association and by a professional ambulance service on a contract for service basis. A private ambulance company provides Paramedic level services, and back up basic emergency medical services when members of the Rocky Hill Volunteer Ambulance Service are not available. The emergency medical service contract runs from July 1, 2000 through June 30, 2003. This contract has been extended by the mutual consent of all parties for two (2) one year periods and five (5) two year period. The Town, the Rocky Hill Volunteer Ambulance Association and the professional ambulance service have extended the contract for a two year period commencing July 1, 2013 through July 1, 2015. Ambulance/EMS vehicles and personnel are housed in Fire Station #3 (Fire/Ambulance Complex) on Main and Old Forge Roads.

BUDGET SUMMARY:

Group Insurance (\$7,000) is to purchase \$20,000 of life insurance for each active member.

The Town intends to make a Pension Contribution (\$27,894) to the Volunteer Ambulance Association pension plan.

Fees (Paramedics) account (\$84,000) is to fund the Town of Rocky Hill's share of the private ambulance company contract for paramedic service. The current contract is with Aetna Ambulance Service expired on June 30, 2003. The Town's share is \$6,999 per month to Aetna for providing this service. The Town, RHVAA, and Aetna Ambulance Service have extended the contract for a two year period commencing July 1, 2013 through July 1, 2015 at the same rate of \$6,999 per month.

The Contribution account (\$10,000) provides funds for the Town's financial support for the Rocky Hill Volunteer Ambulance Association. This level of funding provides support for the following RHVAA costs: Radio Maintenance Contract; Radio Service; Training; Uniforms; First Aid Supplies; Office Supplies; Postage; Publications & Dues; Advertising; Equipment Replacement; Training Materials & Equipment; Oxygen Supplies; Vehicle Repair; Vehicle Parts & Supplies; and Ambulance Activity Fund.

Dues and Subscription account (\$14,900) is for the North Central Connecticut Emergency Medical Services (CMED) assessment. This assessment is based on a per capita rate of 75.485 cents with the Town's population of 19,729.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01202901 VOL. AMBULANCE ASSOC

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
GROUP INSURANCE	5210	6,085	7,000		0	3,058	7,000		7,000	0
EMPLOYEE PENSION	5230	30,628	28,419		28,419	28,419	27,894		27,894	(525)
FEES	5326	83,988	84,000		55,992	84,000	84,000		84,000	0
CONTRIBUTIONS	5817	9,092	10,000		9,374	9,374	10,000		10,000	0
DUES & SUBSCRIPTIONS	5818	13,165	14,375		14,355	14,355	14,900		14,900	525
Totals		142,958	143,794		108,140	139,206	143,794		143,794	0

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: HIGHWAY

PROGRAM: SUPERVISION

CODE: 01300101

DEPARTMENT FUNCTION:

This activity covers the administration of the Highway Division. Personnel of the Highway Division maintain streets; curbs and sidewalks; provide snow and ice control; street and traffic sign installation, including maintenance; limited construction and reconstruction of streets and drainage; annual leaf collection; street sweeping; and catch basin cleaning.

BUDGET SUMMARY:

Full Time Salaries (\$841,394) include: the Highway Superintendent (who acts as the Town's Recycling Coordinator), an Assistance Recycling Coordinator, a Crew Leader, three (3) Maintainer III, and six (6) Maintainer II. Part Time Salaries is for the four (4) Dumpster Monitors. The account reflects the hours of operation for the Transfer Station (Thursday, Friday and Saturdays) for the fiscal year. Additional responsibilities include, backyard trash collection for incapacitated seniors, snow removal of Town owned sidewalks, monitoring of curbside trash containers, monitoring of Town Building and Condo Dumpsters, assisting in curbside scrap metal pickup and bulky waste collection (\$42,756).

Fees include emission testing for Town Vehicles and Basic Cable service for accessing additional weather forecasting (\$1,200). Training Expenses includes various training seminars, such as anti-lock brake inspection, factory updated repairs, diagnostic testing for police cruisers, OSHA training updates, workplace safety seminars, etc. have been put off for another year (\$750). Radio Service (\$2,750) is for narrow band base station and upgrades.

Uniforms & Cleaning (\$5,860) includes the cost of the contractual agreement with the NAGE bargaining unit to supply safety work shoes, rain gear, work gloves, hard hats, safety vests, ear and eye protection, work uniforms, etc. Office supplies include printer cartridges and miscellaneous supplies (\$500).

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Snow & Ice Call Outs	21	28	25

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01300101 HIGHWAY SUPERVISION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	813,439	784,083	12.00	685,996	820,747	841,394	12.00	841,394	57,311
PART TIME SALARIES	5120	40,140	36,544		35,392	39,467	42,756		42,756	6,212
FEES	5326	964	4,571		786	1,200	1,200		1,200	(3,371)
TRAINING	5334	500	750		330	750	750		750	0
RADIO SERVICE	5531	0	2,750		1,819	2,750	2,750		2,750	0
UNIFORMS & CLEANING	5613	5,477	5,860		6,476	5,950	5,860		5,860	0
OFFICE SUPPLIES	5622	1,005	1,000		267	1,000	1,000		500	(500)
Totals		861,525	835,558	12.00	731,066	871,864	895,710	12.00	895,210	59,652

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: HIGHWAY

PROGRAM: TOWN GARAGE

CODE: 01300102

DEPARTMENT FUNCTION:

The Town Garage activity includes all costs required to operate the Town Garage. The Garage houses the highway equipment, provides maintenance and repairs for all vehicles, including vehicles of the Parks, Police, Human Services, Town Hall staff, and the Board of Education, but excluding the Fire Division. Currently, over 95 vehicles ranging from pickups, dump trucks, loaders, graders, chippers, sedan, cruisers, etc., are maintained and serviced at the Town's repair facility.

BUDGET SUMMARY:

Full Time Salaries (\$284,239) include the Head Mechanic and three (3) regular mechanics.

Equipment repair includes funding for annual heavy equipment repairs, including the repair of corroded Highway Dump truck bodies, the replacement of leaf springs, and major engine overhauls, transmission replacement, rear end replacement, etc. (\$45,500).

Equipment Maintenance Supplies is for oxygen/acetylene tank refills, various automotive detergents including liquid wrench, brake degreaser, brake wash, spray lubricants, shop towels, silicon sand for sandblasting, etc., (\$10,140).

Maintenance supplies are for fasteners, screws, bolts, nuts, washers, plow pins, medical cabinet supplies, and include funds for the painting supplies for in-house painting of Highway Department Vehicles (\$8,100). Motor Fuel & Lubricants includes multi grade unleaded gasoline and diesel fuel, motor oil for both cars and trucks, grease, transmission fluid, hydraulic fluid, etc (\$200,750).

Tires & Tubes includes all Highway trucks, heavy equipment, and pool cars tires (\$17,895). Vehicle Parts & Supplies are funds used for the maintenance of Town Pool cars and Highway Department vehicles (\$138,478).

Maintenance Equipment includes general tool replenishment for wrenches, sockets, drivers, etc. shop key software for repairs (\$12,350).

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01300102 HIGHWAY GARAGE

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	258,681	260,500	4.00	194,784	344,969	284,239	4.00	284,239	23,739
EQUIPMENT REPAIR	5431	62,227	74,750		17,176	45,500	45,500		45,500	(29,250)
EQUIPMENT & SUPPLIES	5615	10,499	10,140		4,492	10,140	10,140		10,140	0
MAINTENANCE SUPPLIES	5617	7,658	8,100		1,680	8,100	8,100		8,100	0
MOTOR FUEL & LUBRICANTS	5620	222,739	200,750		175,417	200,750	200,750		200,750	0
ANTIFREEZE	5621	0	565		0	0	0		0	(565)
TIRES & TUBES	5629	15,399	17,895		15,055	17,895	17,895		17,895	0
VEHICLE PARTS	5630	131,244	111,676		99,348	138,478	138,478		138,478	26,802
MAINTENANCE EQUIPMENT	5743	11,228	12,350		2,907	12,350	12,350		12,350	0
Totals		719,675	696,726	4.00	510,860	778,182	717,452	4.00	717,452	20,726

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: HIGHWAY

PROGRAM: ROAD MAINTENANCE

CODE: 01300103

DEPARTMENT FUNCTION:

This budget provides funding for routine and emergency maintenance of streets including sidewalks, drainage facilities, highway markings, over ninety (90) cul-de-sacs, and traffic control sign replacement. Major repairs, construction, reconstruction of sidewalk and drainage projects are financed from the Capitol Improvement section of the budget. Street lighting is provided by the Connecticut Light & Power Co. under contract with the Town. Rates paid include installation, maintenance, depreciation, and current electric consumption. The Town is currently funding 1,419 lights on a monthly basis.

BUDGET SUMMARY:

Overtime covers snow removal, sanding, leaf pickup, emergency call outs, etc (\$220,000).

Street Lighting is funds for Connecticut Light & Power to provide electricity to the streetlights and to the traffic lights throughout the Town (\$226,000).

Signs cover traffic control signs, warning signs, street name signs, barricades, regulatory signs, and the material to install (\$7,730). Materials and Supplies covers shovels, rakes, brooms, chain saw, blades, etc (\$7,555). Food covers contractual agreement for meal reimbursement while working a winter storm (\$9,815).

Salt & Pre-treatment (\$100,000) is for sidewalk and salt and pre-treatment supplies.

Maintenance Equipment is for push leaf blowers and on demand chains (\$3,200).

PERFORMANCE MEASUREMENTS:

	<u>2013-14 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Street Sweeping (Miles)	244	244	244
Town Road Miles	61	61	61
Curb Miles	122	122	122

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01300103 HIGHWAY RD MAINTENANCE

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
OVERTIME	5130	244,078	178,650		273,664	278,000	178,650		220,000	41,350
EQUIPMENT RENTAL	5444	0	4,000		0	0	0		0	(4,000)
STREET LIGHTING	5504	219,889	226,000		132,668	226,000	226,000		226,000	0
NEW & REPLACEMENT SIGNS	5611	4,291	7,730		7,125	7,730	7,730		7,730	0
MATERIALS & SUPPLIES	5623	8,264	7,555		4,431	7,555	7,555		7,555	0
SALT & PRE-TREATMENT	5625	0	0		0	0	100,000		100,000	100,000
FOOD	5640	9,791	9,815		9,211	9,815	9,815		9,815	0
MAINTENANCE EQUIPMENT	5743	0	3,200		1,746	3,200	3,200		3,200	0
Totals		486,312	436,950		428,846	532,300	532,950		574,300	137,350

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: PUBLIC WORKS

PROGRAM: ENGINEERING

CODE: 01300401

DEPARTMENT FUNCTION:

The Engineering budget provides funding for engineering and land survey services for all Town departments, boards, committees, and commissions. The Director of Public Works is responsible for research, design, and construction supervision for pavement, drainage, curb, sidewalk, and highway projects. The Director is also responsible for subdivision improvements and provision of staff assistance to the Inland Wetlands Commission.

BUDGET SUMMARY:

Full Time Salaries (\$360,572) include the Director, one Project Engineer, one Technician and an Administrative Assistant whose services are shared with the Town Planner. Part-time account (\$20,275) is for a construction inspector, who is utilized to inspect various public works projects such as, sidewalk construction, paving projects and subdivision improvements. Overtime (\$500) is for after business hour's inspection work and attendance at necessary meetings.

Fees-Highway Markings covers the town wide painting of street lines, stop bars, crosswalks, and arrows (\$32,000).

Support Services (\$8,200) is for the implementation and maintenance of the federally mandated Phase II Storm Water Management Program and to provide construction testing of materials as required. Training expense (\$2,900) is for classes and seminars for training of technical staff and proposed required continuing education. Business meeting expenses (\$1,750) for expenses incurred for engineering and Public Works Association meeting and workshop expenses. Photocopier (\$4,070) is for the maintenance of the wide format photocopier used for copying maps and plans, GIS plotter, and the lease and maintenance of the photocopier that is shared by the Engineering, Planning, Health, Highway and Building Departments.

Office supplies (\$500) are for office materials including film and paper supplies. Technical Supplies (\$1,900) are for plotting paper and pens, marking paint, survey stakes and supplies, drafting supplies and safety gear as provide for by union contract. Dues and Subscriptions (\$2,045) are for Department of Consumer Protection Licenses; Connecticut Association Land Surveyors, and Auto-Cad subscription updates.

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Meetings Attended (P & Z, Wetlands,Council,PBC, Gov. ops)	20	32	44
Review site plans and subdivision plans	15	10	12
Major engineering projects: sidewalk repairs	1	1	1
Road Rehabilitation project	1	1	1

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01300401 ENGINEERING

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	328,914	324,013	4.00	247,258	353,962	360,572	4.00	360,572	36,559
PART TIME SALARIES	5120	28,549	16,500		10,850	30,700	30,700		20,275	3,775
OVERTIME	5130	0	500		0	0	500		500	0
FEES-MARKINGS	5326	31,878	32,000		32,000	32,000	32,000		32,000	0
SUPPORT SERVICES	5327	6,008	13,200		6,632	13,200	8,200		8,200	(5,000)
TRAINING	5334	375	2,900		190	1,500	2,900		2,900	0
BUSINESS EXPENSES	5501	1,946	1,750		1,451	1,750	1,750		1,750	0
PHOTOCOPIER	5550	3,875	4,070		2,500	4,070	4,070		4,070	0
OFFICE SUPPLIES	5622	723	500		523	500	500		500	0
TECHNICAL SUPPLIES	5627	1,743	1,900		1,259	1,900	1,900		1,900	0
DUES & SUBSCRIPTIONS	5818	1,867	1,865		2,149	1,865	2,045		2,045	180
Totals		405,876	399,198	4.00	304,811	441,447	445,137	4.00	434,712	35,514

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: PUBLIC WORKS

PROGRAM: SANITATION

CODE: 01300502

DEPARTMENT FUNCTION:

The Sanitation budget includes funds for the Town of Rocky Hill's share of the Metropolitan District Commission Sewer use charge for sanitary sewers and the Town's municipal solid waste and recycling contract, collection and disposal.

BUDGET SUMMARY:

The Solid Waste Collection account (\$653,396) is for the Town contracted weekly curbside collection with automated containers, for residential refuse and recyclables. The refuse contract is based on 5,483 residential units. The recycling contract is based on 5,982 residential units. The Town also provides for bulk container pickup at Town Buildings, at the Town Garage Transfer Station, and once a week at all Town Condominiums. The Town also provides a white goods pickup at the curb. Also included in this line are the purchase of additional replacement containers both refuse and recycling.

Solid Waste Disposal costs (\$416,850) are based upon the Connecticut Resource Recovery Authority (CRRA) published tipping fees. The tipping fee for municipal solid waste is \$61 per ton and the budget projects 5,850 tons generated. The tipping fee for bulky waste is \$80 per ton and the budget projects 750 tons generated.

Rocky Hill is one of eight member communities in the Metropolitan District Commission Sewer District (Hartford, East Hartford, Newington, Wethersfield, Windsor, Bloomfield and West Hartford). The Sewer Service Charge account (\$2,145,430) represents the Town's share of the MDC Sewer use charge for the period July 1, 2014 through June 30, 2015. This includes the cost of a household hazardous waste collection day, which is held in each of the eight member communities once a year.

The Discretionary Disposal Account (\$24,605) is for the following; permit labels, State change in electronics recycling, misc. advertisements, propane tanks, electronics disposal, storm water testing fees, oil filter waste storage drum disposal, refrigerant disposal, paint disposal, tire disposal, fluorescent light and ballast disposal, cooking grease disposal.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Solid Waste (tons)	5592	5631	5850
Bulky Waste (tons)	653	686	750
Recycling (tons)	1625	1632	1632

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01300502 SANITATION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
SOLID WASTE COLLECTION	5401	654,211	653,396		401,704	653,396	653,396		653,396	0
SOLID WASTE DISPOSAL	5402	437,036	416,850		309,087	416,850	416,850		416,850	0
SEWER SERVICE CHARGE	5404	1,978,000	2,043,050		2,045,800	2,045,800	2,145,430		2,145,430	102,380
DISCRETIONARY CHARGES	5405	30,856	24,605		17,838	24,605	24,605		24,605	0
Totals		3,100,103	3,137,901		2,774,429	3,140,651	3,240,281		3,240,281	102,380

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PUBLIC HEALTH

PROGRAM: HEALTH DISTRICT

CODE: 01400100

DEPARTMENT FUNCTION:

This budget provides funds for local public health and environmental health services. The Town of Rocky Hill belongs to the Central Connecticut Health District along with Wethersfield, Berlin and Newington. The Health District assesses each town a per capita charge based on the District's Budget.

BUDGET SUMMARY:

The per capita assessment to the Towns by the Health District is estimated to be \$5.02, an increase of 0.33 (7.04%) over last budget year assessment. The population for the Town of Rocky Hill as of July 1, 2012 is 19,729, an increase of 0.03% over the July 1, 2011 figure.

The District's 2013 - 2014 budget is \$1,003,747 with funding from Rocky Hill of \$92,600, Wethersfield of \$125,176, Berlin of \$93,241, Newington of \$143,448, a State Per Capita Grant of \$179,228, the reserve account of \$42,398, and with the balance from permits, fees, and other income.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01400100 HEALTH DISTRICT

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
SUPPORT SERVICES	5327	86,127	92,600		69,376	92,600	99,100		99,100	6,500
Totals		86,127	92,600		69,376	92,600	99,100		99,100	6,500

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: HUMAN SERVICES

PROGRAM: HUMAN SERVICES DEPT.

CODE: 01400200

DEPARTMENT FUNCTION:

The Human Services Department helps serve the financial, social, developmental and mental health needs of town residents. The three major components are adult services, youth and family services and a transportation service. Adult services primarily administer and deliver a variety of state and local assistance programs to income and asset eligible residents. Youth Services administers and delivers youth and family therapy along with a variety of community programs on issues pertaining to family life and positive youth development. A transportation service for elderly/disabled residents enables access to medical appointments, food shopping and social needs. A Director, Youth Services Coordinator, Youth Services Counselor, Administrative Secretary, two full time Bus Drivers, a part time Bus Dispatcher, one part time Contractual Therapist, one part time food pantry coordinator and a Municipal Agent for the Elderly staff the Department.

BUDGET SUMMARY:

Salaries (\$145,409) include the Human Services Director, and the Administrative Secretary. Part time (\$20,000) is the Municipal Agent for the Elderly at 11- hours per week and (\$7,000) for Pantry Coordinator.

Training (\$1,100) reflects cost for professional workshops, seminars and mileage reimbursement costs. Tenant eviction funds (\$2,500) are for the rental of storage space. Photocopier (\$2,800) reflects cost for copier rental (lease)

Office Supplies (\$1,500) reflects cost for computer and printer materials and miscellaneous office supplies.

The Companions and Homemakers account (\$4,500) represent matching funds from the Town to obtain federal grant funds for service to low income, elderly residents.

The Contribution account (\$13,641) includes the Town's contribution to the Inter-Community Mental Health Group, Housing Education Resource Center for counseling disadvantaged residents, Greater Hartford Transit District, North Central Regional Mental Health Board and Volunteer Care Teams of Rocky Hill. Dues and subscriptions (\$400) are memberships for Connecticut Associations of Social Services, Human Services and Ct. Coalition on Aging.

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST</u>	<u>2014-15 FORECAST</u>
Tax Relief Applications	90	100	100
Energy Applications	225	250	250
Welfare Case Served	80	78	78
Homemakers cases served	15	12	12

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01400200 HUMAN SERVICES DEPT

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	147,430	150,866	2.00	201,331	238,708	145,409	2.00	145,409	(5,457)
PART TIME SALARIES	5120	16,892	16,500		12,893	20,000	20,000		20,000	3,500
TRAINING	5334	700	850		288	850	1,100		1,100	250
TENANT EVICTIONS	5339	2,282	2,500		3,075	2,500	2,500		2,500	0
PHOTOCOPIER	5550	2,111	2,800		1,828	2,800	2,800		2,800	0
OFFICE SUPPLIES	5622	1,169	1,500		1,264	1,500	1,500		1,500	0
COMPANIONS/HOMEMAKERS	5812	4,500	4,500		4,500	4,500	4,500		4,500	0
CONTRIBUTIONS	5817	16,941	13,141		13,141	13,141	13,641		13,641	500
DUES & SUBSCRIPTIONS	5818	280	400		79	400	400		400	0
Totals		192,305	193,057	2.00	238,398	284,399	191,850	2.00	191,850	(1,207)

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: HUMAN SERVICES

PROGRAM: YOUTH SERVICES

CODE: 01400201

DEPARTMENT FUNCTION:

The Youth & Family Services Bureau, a division of the Human Services Department, provides youth and families with a variety of positive youth development programs as well as counseling, advocacy, resources, and educational programs for the entire community on issues pertaining to family life and drug/alcohol prevention activities.

A total of \$16,816 is anticipated grant revenue from the State Department of Education with the remaining balance funded from local revenue. Additionally, a \$3,300 grant is anticipated from DMHAS (CASAC) A modest sliding fee scale system based on family size and income is in place for the counseling program. No one is denied service based on finances. Approximately \$1,000 in revenue is generated from counseling fees and is applied to program expenses.

BUDGET SUMMARY:

Full Time Salaries (\$76,136) includes the salary of the professional Youth Services Coordinator.

Clinical Consultant fees (\$2,000) are for clinical supervision for Rocky Hill Youth & Family Services therapy staff. Training for 3 staff (\$1,500) is for seminars, workshops and conferences, CEU credits are a requirement to maintain professional licensure. Clinical services (\$10,000) contractual therapist to conduct family therapy and mediation. Business meeting expenses (\$1,500) includes mileage reimbursement and other meeting related expenses.

Technical supplies (\$1,500) include therapeutic games and supplies. Positive Youth Development (\$7,500), includes: Youth Employment Service, Project Graduation, Project Adventure Program, Coalition to Reduce Underage Drinking, Summer Camp Program, Volunteer Recognition Program, Teen Dance, Juvenile Review Board & Youth & Police Program After School Program. Education Awareness (\$3,000) includes parenting resources, education awareness materials, professional speakers, and parenting class curriculum series.

Administrative programs (\$4,200) include research & development, needs assessment, flyer development, Youth Services Board, and professional dues: ACA, AAMFT, AMHCA, CYSA, NAMP, ACC, and subscriptions to professional journals.

DMHAS Program grant (\$3,300) includes expenditures for various substance abuse prevention programs.

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Families Served in Counseling	113	38	80
Counseling Sessions Provided	1,310	550	1,000
Positive Youth Development Programs	25	25	25
Education Programs	15	12	15

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01400201 YOUTH SERVICES

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	131,426	134,354	2.00	92,410	136,013	137,750	1.00	76,136	(58,218)
FEES	5326	1,925	2,000		1,200	2,000	2,000		2,000	0
TRAINING	5334	854	1,500		1,020	1,500	1,500		1,500	0
CLINICAL SERVICES	5340	990	2,500		1,918	1,918	500		10,000	7,500
MEETING EXPENSE	5500	891	1,200		974	1,200	1,500		1,500	300
TECHNICAL SUPPLIES	5627	800	1,000		883	1,000	1,500		1,500	500
POSITIVE YOUTH DEVELOPMENT	5804	7,644	7,500		4,329	7,500	7,500		7,500	0
EDUCATIONAL AWARENESS PROGR	5805	1,968	2,500		1,793	2,500	3,000		3,000	500
ADMINISTRATIVE PROGRAMS	5807	2,796	2,500		2,415	2,500	3,200		4,200	1,700
DMHAS PROGRAM	5810	3,287	3,300		2,719	3,300	3,300		3,300	0
Totals		152,579	158,354	2.00	109,662	159,431	161,750	1.00	110,636	(47,718)

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: MINI-BUS TRANSPORTATION SERVICES

CODE: 01400202

DEPARTMENT FUNCTION:

The Human Services Department is responsible for coordinating the Town's elderly and disabled transportation program. All the buses used by the Town are able to accommodate wheelchair-confined passengers. The Town currently operates two buses and two full time drivers. The Town has one bus as a back-up vehicle. The model years are 2013, 2009, 2008. The Town owns the 2008 bus. The 2009 bus is owned by the State of Connecticut as it was purchased predominantly with State grant funds. Approximately 6% of the mini-bus budget is financed by a state operating assistance grant received from the Greater Hartford Transit District. During FY 2012-13 the Town received \$7,198. Currently in FY 12 - 13 our transportation service receives \$21,734 in grant funds from the State to provide an expanded medical transportation service for elderly/disabled residents. It is unknown at this time if the grant funds will be available for FY 14-15.

BUDGET SUMMARY:

Full time personnel costs (\$102,324) are for two drivers. Wages are based on current collective bargaining agreement. Part time (\$23,000) is for a bus dispatcher/reservation staff and back-up temporary drivers.

Support Service (\$5,000) is for transportation service for additional rides above grant threshold. Telephone (\$1,200) is utilized to allow the drivers to communicate with clients, doctors, and the supervisor. Motor fuel (\$19,500) reflects annual gasoline and diesel fuel usage for 3 buses. Vehicle Parts (\$6,500) is for vehicle replacement parts and tires.

Buses are generally replaced every 6 to 7 years. The two primary buses are model years 2013 and 2009. Therefore, we anticipate replacing the 2009 bus in FY – 2015-16. The Town will apply for a grant for the purchase of this bus. The anticipated grant will fund 75% of actual purchase cost. The 2008 bus will become a back – up bus.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Dial a ride trips	10,209	10,750	11,000

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01400202 MINI BUS TRANSPORTATION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	93,187	92,488	2.00	67,403	96,550	102,324	2.00	102,324	9,836
PART TIME SALARIES	5120	21,496	20,000		14,800	21,000	23,000		23,000	3,000
SUPPORT SERVICES	5327	0	5,000		0	5,000	5,000		5,000	0
PAGERS	5508	959	1,100		723	1,200	1,200		1,200	100
MOTOR FUEL & LUBRICANTS	5620	15,496	19,500		12,143	19,000	19,500		19,500	0
VEHICLE PARTS	5630	5,433	6,500		2,054	4,000	6,500		6,500	0
Totals		136,572	144,588	2.00	97,123	146,750	157,524	2.00	157,524	12,936

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: PARKS & RECREATION

PROGRAM: GROUNDS

CODE: 01500100

DEPARTMENT FUNCTION:

The Park Area and Public Grounds Maintenance budget provides funding for the planning, developing, improving and maintaining of the parks, the public grounds, the open space, and the athletic fields. Duties include mowing, routine tree and shrub pruning, landscaping design and plantings, performing a comprehensive turf management program, and maintaining the athletic fields. In addition, this unit is responsible for the Ferry Park boat launch, Elm Ridge Park, including the 75 Acres and amphitheater, Maxwell Park, and all other Parks in Town as well as the Rocky Hill High School pool, tennis courts, volleyball courts, basketball courts, dog park, skatepark, outdoor pools, amphitheater and the ice skating pond. Also, the unit assists the Highway Department with snow removal. The Tree Warden is also a responsibility of this Department.

BUDGET SUMMARY:

Full Time Salaries (\$554,245) include the Director of Parks & Recreation, one crew leader and 5.6 Park Maintainers. The Crew Leader and Park Maintainer positions are budgeted on the basis of the current NAGE collective bargaining contract. Part Time Salaries (\$66,013) includes seasonal workers to supplement full time parks maintenance staff. Funds are budgeted for overtime (\$27,000) for snow removal, field maintenance and special event requirements during other than normal work hours.

Equipment repairs (\$5,900) include repairs for equipment such as hydraulic repairs, metal fabrication, electrical components and miscellaneous truck repairs. Other service lines include outside service contracts such as Support (\$15,400) for Cemetery grounds, Tree Care (\$38,200) to maintain street trees and arborist services, Electrical Maintenance (\$5,000), Athletic Court Repair (\$2,000) and Sanitation (\$26,500). Training (\$1,000) includes classes for ground maintenance, irrigation, pesticides, safety and re-certification. Supplies reflect the various categories of supplies, uniforms, parts and tools required for ground maintenance. Equipment and Supplies include (\$25,375) and Maintenance Supplies (\$13,600) needed for equipment repair items. Field Supplies (\$54,250) includes playground surfacing, supplies for maintaining 19 athletic fields, painting of McVicar field for soccer, football and lacrosse, supplies need for grounds of all Town facilities. Vehicle Parts (\$14,500) reflects work in-house for maintenance and repairs of all trucks.

Ground improvements (\$34,500) include overseeding of all fields, fence repair. Park Equipment (\$7,390), needed for enclosed trailer, push mower, rental equipment.

The Town Beautification Program account (\$1,000) includes the purchase of flowers for the pots, and Lend A Paw Day. Dues and subscriptions (\$310) include fees for Connecticut Parks and Groundskeepers Associations, CTPA, NEPA, Tree Warden Association and others.

PERFORMANCE MEASUREMENTS:

	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Highly Maintained Area (Acres)	120	120	120
Moderately Maintained Areas (Acres)	140	140	140
Open Space	275	275	275
Athletic Fields maintained	19	19	19

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500100 PARK AREA GROUNDS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	484,100	469,428	7.00	361,635	506,170	518,402	7.60	554,245	84,817
PART TIME SALARIES	5120	88,659	101,856		73,060	101,856	101,856		66,013	(35,843)
OVERTIME	5130	33,357	27,000		38,176	27,000	27,000		27,000	0
SUPPORT SERVICES	5327	10,649	14,500		10,205	14,500	14,900		15,400	900
TRAINING	5334	265	1,000		985	1,000	1,000		1,000	0
SANITATION	5403	24,582	26,500		18,408	26,500	26,500		26,500	0
TREE CARE	5415	50,810	35,200		19,885	35,200	35,200		38,200	3,000
EQUIPMENT REPAIR	5431	5,108	5,900		5,183	5,900	5,900		5,900	0
ELECTRICAL MAINTENANCE	5439	3,978	5,000		2,784	5,000	5,000		5,000	0
ATHLETIC COURT REPAIR	5465	2,000	2,000		0	2,000	2,000		2,000	0
UNIFORMS & CLEANING	5613	5,609	1,900		1,350	1,900	5,900		5,900	4,000
EQUIPMENT & SUPPLIES	5615	29,729	25,375		24,012	25,375	25,375		25,375	0
MAINTENANCE SUPPLIES	5617	11,308	13,600		5,660	13,600	13,600		13,600	0
FIELD MAINTENANCE SUPPLIES	5618	53,364	54,250		29,961	54,250	54,250		54,250	0
SAFETY EQUIPMENT & SUPPLIES	5626	2,627	2,520		1,651	2,520	2,520		2,520	0
TECHNICAL SUPPLIES	5627	9,141	11,570		16,589	11,981	11,570		11,570	0
VEHICLE PARTS	5630	17,405	14,500		8,681	14,500	14,500		14,500	0
FOOD	5640	1,556	2,450		1,482	2,450	2,450		2,450	0
GROUNDS IMPROVEMENTS	5732	28,339	34,500		20,733	34,050	34,500		34,500	0
PARK EQUIPMENT	5744	1,393	7,390		4,648	7,390	7,390		7,390	0
TOWN BEAUTIFICATION	5811	1,000	1,000		1,037	1,037	1,000		1,000	0
DUES & SUBSCRIPTIONS	5818	175	310		140	310	310		310	0
Totals		865,153	857,749	7.00	646,266	894,489	911,123	7.60	914,623	56,874

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: PARKS & RECREATION

PROGRAM: SENIOR PROGRAM

CODE: 01500200

DEPARTMENT FUNCTION:

This budget includes funding for most of the programs that the Town provides for the direct benefit of senior citizens. Management of these programs is the responsibility of the Senior Citizen Program Coordinator and the Elderly Services Coordinator. The Town operates a Senior Center within the Community Center. In addition to the daily lunch program, other targeted programs offered to the senior population include: senior computer program, toning exercise program, arthritis exercise senior serenaders (choral group); dance classes; bingo; set back, bridge; bus trips; adult/senior theatre, wood working classes, yoga classes artistic and relaxation programs; Wii bowling, mahjong, cards, AARP drivers safety program, newsletter publication; annual holiday party, ice cream social, senior awards banquet and picnics; health screenings, VNA services; and flu clinics, Health Seminars, Zumba Gold Classes, and a yearly Health Expo. The Parks and Recreation Department also operates a subsidized Mini-Bus transportation program for seniors, which provides transportation services during evening hours, when the Human Service Department Mini-Bus Transportation program is not operating. The Senior Division has added Hollywood Cards, Brain Teaser Games, Tai-Chi, Senior Boot Camp, AARP Tax Aide Program, Injury Prevention program.

BUDGET SUMMARY:

The Full Time Salary account (\$200,524) includes the salary of the Senior Citizen Program Coordinator, Community Center Cook/Custodian and the Elderly Services Coordinator with hours divided between the senior function and recreation function. Part Time Salaries (\$24,424) includes funding for the Senior Mini-Bus Driver. Part time salaries also include funding for senior serenader's director, wood carving instructor, and senior computer lab subsidy, minibus drivers.

Support Services (\$5,520) includes VNA Healthcare. Training (\$300) and Business meeting expenses (\$350) include costs for CRPA quarterly and State meetings as well as other meetings held. Equipment repair (\$2,000) includes repair costs for kitchen equipment.

Office supplies (\$2,750) include copier and printer supply needs for programs. Materials and supplies (\$4,200) include supplies for kitchen, tables and chairs. Food Account (\$31,510) represents the Town subsidy for lunch.

Dues and subscriptions (\$300) include fees for CRPA, NRPA and CASP. Senior Activities (\$5,840) are for two Holiday Parties, Senior Awards Banquet, three Summer Picnics, Cancer Awareness, Special Theme Luncheons, Winter Event Function, Older American ice cream social, food, entertainment and decorations, bingo supplies.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Meal Program (Meals serviced /year)	4500	4575	4600
Programs	52	60	60
Senior Center Members	1510	1600	1625
Weekly Participation at Center	625	650	675

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500200 RECREATION SENIOR PROGRAMS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	136,801	139,564	2.00	97,627	141,559	200,524	3.00	200,524	60,960
PART TIME SALARIES	5120	19,900	23,304		13,338	23,304	24,424		24,424	1,120
FEES	5326	3,360	5,520		2,625	5,520	5,520		5,520	0
TRAINING	5334	80	300		410	410	300		300	0
EQUIPMENT REPAIR	5431	2,000	2,000		0	2,000	2,000		2,000	0
MEETING EXPENSE	5500	143	350		0	240	350		350	0
OFFICE SUPPLIES	5622	2,390	2,750		1,746	2,750	2,750		2,750	0
MATERIALS & SUPPLIES	5623	3,132	4,200		521	4,200	4,200		4,200	0
FOOD	5640	28,503	31,510		29,123	31,510	31,510		31,510	0
DUES & SUBSCRIPTIONS	5818	303	300		213	300	300		300	0
SENIOR ACTIVITY	5822	3,461	5,840		980	5,840	5,840		5,840	0
Totals		200,073	215,638	2.00	146,583	217,633	277,718	3.00	277,718	62,080

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: PARKS & RECREATION

PROGRAM: ORGANIZED ACTIVITIES

CODE: 01500201

DEPARTMENT FUNCTION:

The Organized Recreation budget includes funding for a wide range of leisure activities for both adults and youth. In addition to the programs specified in this budget, the Parks and Recreation Department provides a range of programs on a fee for service basis through the Special Recreation Fund. Staff included in this budget administers both the programs included in the Organized Recreation budget and those funded through the Special Recreation Fund.

BUDGET SUMMARY:

Full time Salaries (\$133,438) include the Recreation Supervisor and a Secretary. The Recreation Supervisor salary is budgeted on the basis of the current MEUI contract. The Secretary salary is budgeted on the basis of the AFSCME contract. Part time Salaries (\$55,194) include the operation of the Teen Center, clerical assistance, subsidy of theatre salaries. The Advisory Board Secretarial Services is subsidized in this account.

Program Fees (\$24,925) include subsidy for: Special Events, Special Need programming, subsidy for theater. Training (\$1,700) is budgeted for CRPA State and Quarterly sessions, and other professional education sessions. Equipment repair (\$200) is budgeted for miscellaneous repairs as needed. Business meeting expense (\$750) covers mileage business meeting expenses. The Printing budget (\$17,200) covers partial funding for printing the quarterly brochure. Photocopier account (\$10,464) includes contracts for 2 copier machines and related supplies.

Technical Supplies (\$7,700) includes funds for the first aid supplies, Rec-trac lease and software, website maintenance agreements..

Dues and subscriptions (\$655) include professional memberships.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Basketball	529	520	535
Summerscape	1377	1520	1550
Soccer	350	300	270
Fallfest	5000	5000	5000
Summer Concerts	600	600	600
Adult Sports			459

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500201 RECREATION ORGANIZED ACTIV

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	127,279	130,042	2.00	90,828	131,701	133,438	2.00	133,438	3,396
PART TIME SALARIES	5120	53,514	54,589		45,006	54,589	55,194		55,194	605
FEES	5326	19,898	24,925		12,575	24,925	24,925		24,925	0
TRAINING	5334	1,021	1,700		1,705	1,700	1,700		1,700	0
EQUIPMENT REPAIR	5431	0	200		0	200	200		200	0
MEETING EXPENSE	5500	862	750		211	750	750		750	0
PRINTING	5541	16,200	17,200		11,500	17,200	17,200		17,200	0
PHOTOCOPIER	5550	7,333	8,908		8,214	10,000	10,464		10,464	1,556
TECHNICAL SUPPLIES	5627	3,479	7,700		1,198	7,700	7,700		7,700	0
DUES & SUBSCRIPTIONS	5818	507	630		540	630	655		655	25
Totals		230,094	246,644	2.00	171,777	249,395	252,226	2.00	252,226	5,582

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: AQUATIC

CODE: 01500204

DEPARTMENT FUNCTION:

The Parks and Recreation Department is responsible for the operation, scheduling, and programming of the indoor swimming pool at the Rocky Hill High School and Dr. David Moser Pool. The program is supervised by a full time Aquatics Director. The Town provides funding for operating and staffing the pools. The Parks & Recreation Department operates the pools for recreational, educational and competitive purposes.

BUDGET SUMMARY:

The Full Time Salary account (\$71,824) includes funding for the Aquatics Director/Recreation Supervisor. Part-time Salaries (\$101,850) are for Elm Ridge Park Pool that is open nine (9) weeks with one week of training. The High School Pool is open 45 weeks of the year.

Training account (\$1,300) is for CPR/First Aid certification and Aquatic Director training. Maintenance account (\$2550) is for outside contract to Inspect Pools and service calls to indoor and outdoor pool, repair and paint diving board stand. Pool repairs account (\$7500) includes general pool repairs, and pool filter repairs. Business meeting expenses (\$350) is for various meetings, mileage reimbursement.

Chemicals (\$13,300) and Uniforms (\$4,775) are supplied as needed. Equipment and Supplies account (\$2,600) includes funds for badges, safety equipment, filter parts and required rescue equipment. Technical Supplies (\$950) include Elm Ridge Red Cross supplies, user fee.

Pool Equipment (\$5,100) includes deck equipment, umbrellas, rescue tubes and a pool vacuum.

Dues and subscriptions (\$205) are for CRPA and NRPA memberships.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 EST.</u>	<u>2014-15 FORECAST</u>
Pool Badges (yearly)	521	530	540
Summer Badges	889	900	925
Yearly Attendance	13778	13000	13100
Swim Lessons	380	400	420
Swim Team	152	163	160

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500204 RECREATION AQUATIC PROGRAM

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	69,061	71,824	1.00	49,534	71,824	71,824	1.00	71,824	0
PART TIME SALARIES	5120	108,432	98,872		86,871	98,872	101,850		101,850	2,978
TRAINING	5334	1,525	1,300		650	1,300	1,300		1,300	0
MAINTENANCE	5433	2,426	1,950		1,356	1,950	2,550		2,550	600
POOL REPAIRS	5440	16,984	7,500		4,515	7,500	7,500		7,500	0
BUSINESS EXPENSES	5501	206	350		84	350	350		350	0
CHEMICALS	5612	10,006	12,700		6,356	12,700	13,300		13,300	600
UNIFORMS & CLEANING	5613	4,707	4,775		703	4,775	4,775		4,775	0
EQUIPMENT & SUPPLIES	5615	3,086	5,500		4,510	5,500	2,600		2,600	(2,900)
TECHNICAL SUPPLIES	5627	1,001	950		0	950	950		950	0
POOLS EQUIPMENT	5741	5,704	5,100		1,861	5,100	5,100		5,100	0
DUES & SUBSCRIPTIONS	5818	203	205		213	213	205		205	0
Totals		223,341	211,026	1.00	156,652	211,034	212,304	1.00	212,304	1,278

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: TOWN BUILDING OPERATIONS

CODE: 01500501

DEPARTMENT FUNCTION:

This division is responsible for operations of the Town Hall Complex, the Rocky Hill Community Center, Town Highway Garage, Park Maintenance Garage, Main Street Activity Center, Academy Hall, Human Services Building, Fire Association Building, Fire Company #1, #2, #3, Cora Belden Library, and Elm Ridge Park Pool Building. The management of and improvements to these buildings are the responsibility of Public Works.

BUDGET SUMMARY:

The Full Time Salary account (\$183,550) includes funding for the Facilities Assistant Manager, a Secretary and a Multi-trade Mechanic. The Part-Time Salary account (\$20,275) is for a part time Building Project Coordinator. Overtime (\$10,000) is for after hours and emergency repair call outs.

The Support Services account (\$20,000) includes MDC sewer fees for senior housing and various fees for Town Hall. Training (\$500) includes mandated OSHA training, Blood borne Pathogens, and various trade seminars. Service Contracts (\$53,000) covers HVAC maintenance agreement, back flow inspections, emergency lights, generators, time clocks, fire extinguishers, fire alarms systems, elevators, sprinklers, exterminators, and air filters.

Building Repairs account for all Town Buildings (\$37,150) that includes: door hardware, maintenance; roofing repairs, gutters, repairs by outside contractors; and various infrastructure repairs needed to any Town building with emergency repairs take precedent over selected repairs. Maintenance (\$7,500) includes cleaning masonry, window washing, carpet cleaning, floor refinishing, general carpentry and multi-trades maintenance work. Painting (\$1,250) is for town buildings, and general building maintenance for windows, fascia boards, trim, siding, hallways, activity rooms, and mechanical room floors. Separate repair line items are set up for HVAC (\$15,000), for Plumbing (\$5,000) and for Electrical (\$5,000) repairs as needed. Equipment Supplies (\$20,750) is for materials for various in-house repair jobs.

Water, Light and Power and Heating Fuel are for all Town and School Buildings are covered in these budget lines. For Town Buildings: Water (\$20,800), Light and Power (\$329,750) and Heating Fuel (\$97,050). For School Buildings: Water (\$45,893), Light and Power (\$605,000) and Heating Fuel (\$186,979).

Business Expense (\$200) covers the cost of meetings to discuss Town business.

Telephone (\$98,600) is for telephone service in all town buildings and cell phones service for certain town employees. Photocopier (\$1,850) is for the photocopier in the Facilities office used by various town hall departments

Building Improvements (\$75,000) are for unforeseen conditions and various improvements to Town building as needed. Improvements for Town buildings are prioritized and managed by Public Works.

Technical Equipment (\$2,000) is for time clocks, compressors, record systems and other equipment as needed.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500501 FACILITIES BLDG MAINTENANCE

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	472,297	410,082	7.00	291,323	410,082	183,550	3.00	183,550	(226,532)
PART TIME SALARIES	5120	45,812	47,093		55,593	68,000	20,275		20,275	(26,818)
OVERTIME	5130	16,643	7,900		15,462	16,000	10,000		10,000	2,100
FEES	5326	17,405	10,000		9,531	10,000	20,000		20,000	10,000
TRAINING	5334	0	500		0	500	500		500	0
SERVICE CONTRACTS	5406	30,267	32,933		46,170	51,000	53,000		53,000	20,067
WATER	5414	23,311	20,800		21,493	23,800	66,693		66,693	45,893
BUILDING REPAIR	5430	18,402	27,150		38,435	37,000	37,150		37,150	10,000
EQUIPMENT REPAIR	5431	1,925	4,750		5,061	4,750	4,750		4,750	0
MAINTENANCE	5433	22,536	14,775		1,474	7,500	7,500		7,500	(7,275)
HVAC REPAIRS	5434	0	0		0	0	15,000		15,000	15,000
PLUMBING	5437	0	0		0	0	5,000		5,000	5,000
PAINTING	5438	3,470	1,250		1,151	1,250	1,250		1,250	0
ELECTRICAL MAINTENANCE	5439	0	0		0	0	5,000		5,000	5,000
MEETING EXPENSE	5500	170	200		244	250	200		200	0
LIGHT & POWER	5505	304,533	329,750		179,839	297,000	934,750		934,750	605,000
HEATING FUEL	5506	80,490	97,050		65,950	80,000	284,029		284,029	186,979
TELEPHONE	5507	114,415	98,600		70,176	98,600	98,600		98,600	0
COMMUNICATIONS	5532	364	0		0	0	0		0	0
PHOTOCOPIER	5550	1,086	1,850		881	1,850	1,850		1,850	0
EQUIPMENT & SUPPLIES	5615	25,594	20,750		22,207	20,750	20,750		20,750	0
JANITORIAL SUPPLIES	5616	19,350	19,775		11,917	18,000	0		0	(19,775)
OFFICE SUPPLIES	5622	872	900		706	900	700		700	(200)
BUILDING IMPROVEMENTS	5720	8,323	8,485		0	7,500	7,500		75,000	66,515
OTHER EQUIPMENT	5749	3,237	2,000		125	1,000	2,000		2,000	0
Totals		1,210,504	1,156,593	7.00	837,739	1,155,732	1,780,047	3.00	1,847,547	690,954

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: SCHOOL BUILDINGS

CODE: 01500502

DEPARTMENT FUNCTION:

This division is responsible for the maintenance and operation of all school buildings. The 21 member Facilities unit cleans the buildings and prepares them for multiple uses by the community. Base building services include cleaning, repairs and maintenance, preventative maintenance, snow removal and daily operations.

BUDGET SUMMARY:

The Full Time Personnel account (\$1,218,482) represents an Interim Director, 4 head custodians, 17 custodians and a Painter. The custodians are represented by the local NAGE bargaining unit. Part Time payroll (\$17,792) represents substitutes, painting and summer help for custodial staff for annual maintenance procedures performed during the summer months when school is not in session. Overtime (\$64,200) is used as necessary for snow removal, emergency call-ins, emergency repairs, cold weather watch, Board of Education functions, and Recreation and Town Programs. Overtime Parks Events (\$14,000) is used as necessary for weekend parks related programs in the schools such as youth basketball.

Fees (\$2,700) are for storage trailers. Security (\$4,250) is maintenance of security systems for the schools. Training (\$500) is for State mandated training for items like bloodborne pathogens and OSHA related.

Service Contracts (\$87,526) include elevators, HVAC maintenance agreements, back flow prevention inspections, fire alarm inspection and testing, fire extinguishers, sprinkler systems, duct cleaning, and other service contracts.

Water, Light and Power and Heating Fuel Costs are in the Public Works - Town Buildings budget.

Building Repairs (\$39,000) covers masonry, tile, roof, and structural repair requests, and building hardware. Equipment Repairs (\$15,650) includes floor machines, pumps, and hot water tanks. HVAC Repairs (\$26,500) cover school cooling and heating system repairs. Plumbing Repairs (\$24,200) include replacing pumps, drain cleaning, faucets, bathrooms, water leaks, hydronic components, and shower diverters. Telephone (\$116,200) is for telephone service in all schools and administration office buildings, and cell phones service for certain board employees and custodians. Uniforms and Cleaning (\$11,500) is for uniforms that are worn by the custodians while working in the schools.

Equipment Parts (\$37,800) include building supplies, heating and plumbing supplies, and electrical supplies for all in-house repairs. Maintenance Supplies (\$92,750) include all cleaning products, soaps, disinfectants, paper towels, and toiletries. Supplies have increased due to additional disinfectants for H1N1, MIRSAs, soap dispensers in classrooms, and increased product costs due to legislation mandating the use of green cleaning supplies. Ground Supplies (\$3,250) is for sidewalk maintenance and snow removal supplies. Technology Improvements (\$1,500) is for technology upgrades and school share for the cost of the town rooms reservation tracking system.

Equipment (\$4,000) is for the purchase of commercial equipment such as freezers, ovens, steam generators, and refrigeration units for the school cafeterias.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500502 FACILITIES SCHOOLS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	1,191,153	1,225,947	24.00	886,751	1,265,217	1,218,482	23.00	1,218,482	(7,465)
PART TIME SALARIES	5120	52,532	36,550		41,054	46,000	17,792		17,792	(18,758)
OVERTIME	5130	93,685	74,200		84,503	94,503	64,200		64,200	(10,000)
OVERTIME TOWN EVENTS	5132	11,149	14,000		0	10,000	14,000		14,000	0
FEES	5326	5,195	2,700		2,970	3,965	2,700		2,700	0
SECURITY	5328	115	4,250		255	0	4,250		4,250	0
TRAINING	5334	365	500		1,650	2,000	500		500	0
SERVICE CONTRACTS	5406	38,843	39,750		63,210	83,750	87,526		87,526	47,776
WATER	5414	37,000	45,893		51,450	70,893	0		0	(45,893)
BUILDING REPAIR	5430	51,322	39,000		43,287	51,287	39,000		39,000	0
EQUIPMENT REPAIR	5431	12,651	15,650		19,218	23,218	15,650		15,650	0
HVAC REPAIRS	5434	30,921	26,500		50,361	49,044	26,500		26,500	0
PLUMBING	5437	29,569	24,200		27,201	32,201	24,200		24,200	0
PAINTING	5438	8,189	19,500		4,930	10,000	4,500		4,500	(15,000)
ELECTRICAL MAINTENANCE	5439	4,734	4,500		2,768	4,500	4,500		4,500	0
LIGHT & POWER	5505	558,915	605,000		285,697	575,000	0		0	(605,000)
HEATING FUEL	5506	139,182	186,979		115,415	180,000	0		0	(186,979)
TELEPHONE	5507	104,920	116,200		84,635	116,200	116,200		116,200	0
UNIFORMS & CLEANING	5613	10,392	12,000		11,018	12,000	11,500		11,500	(500)
EQUIPMENT & SUPPLIES	5615	40,171	37,800		19,114	28,000	37,800		37,800	0
MAINTENANCE SUPPLIES	5617	99,923	92,750		64,586	80,000	92,750		92,750	0
GROUND SUPPLIES	5624	1,200	3,250		8,231	10,000	3,250		3,250	0
VEHICLE PARTS	5630	3,479	4,000		964	1,200	0		0	(4,000)
TECHNOLOGY IMPROVEMENTS	5731	1,400	1,500		0	1,500	1,500		1,500	0
OTHER EQUIPMENT	5749	2,970	4,000		5,293	6,000	4,000		4,000	0
Totals		2,529,974	2,636,619	24.00	1,874,561	2,756,478	1,790,800	23.00	1,790,800	(845,819)

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: TOWN CUSTODIAN SERVICE

CODE: 01500503

DEPARTMENT FUNCTION:

This division is responsible for the day-to-day upkeep and maintenance of all Town buildings primarily the Town Hall Complex, the Rocky Hill Community Center, the Human Services and Police Department Building, and the Cora Belden Library. The unit cleans the buildings and prepares them for multiple uses by the community. Base building services include cleaning, preventative maintenance, snow removal and daily operations of the various building systems.

BUDGET SUMMARY:

The Full Time Personnel account (\$230,355) represents a head custodian and 3.4 custodians. Part Time payroll (\$47,093) represents substitutes and summer help for custodial staff for annual maintenance projects. Overtime (\$10,000) is used primarily for snow removal and after hours functions.

Training (\$500) is for State mandated training for items like bloodborne pathogens and OSHA related. Service Contracts (\$3,000) include chemical inspections and SDS sheets for HazCompliance.

Equipment Repairs (\$6,000) includes pumps, hot water tanks, floor machines, and other maintenance equipment. Painting (\$5,000) is for painting various Town buildings. Uniforms and Cleaning (\$500) is for uniforms that are worn by the custodians while working in town buildings.

Janitorial Supplies (\$27,000) includes all cleaning products, soaps, disinfectants, paper towels, and toiletries. Office Supplies (\$200) is for miscellaneous supplies for the department.

Equipment (\$4,960) is for the purchase of equipment such as snow blowers.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01500503 TOWN CUSTODIAN SERVICE

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	0	0		0	0	230,355	4.40	230,355	230,355
PART TIME SALARIES	5120	0	0		0	0	47,093		47,093	47,093
OVERTIME	5130	0	0		0	0	10,000		10,000	10,000
TRAINING	5334	0	0		0	0	500		500	500
SERVICE CONTRACTS	5406	0	0		0	0	3,000		3,000	3,000
EQUIPMENT REPAIR	5431	0	0		0	0	6,000		6,000	6,000
PAINTING	5438	0	0		0	0	5,000		5,000	5,000
UNIFORMS & CLEANING	5613	0	0		0	0	500		500	500
JANITORIAL SUPPLIES	5616	0	0		0	0	27,000		27,000	27,000
OFFICE SUPPLIES	5622	0	0		0	0	200		200	200
OTHER EQUIPMENT	5749	0	0		0	0	4,960		4,960	4,960
Totals		0	0		0	0	334,608	4.40	334,608	334,608

TOWN OF ROCKY HILL 2014-15 ANNUAL BUDGET

FUNCTION: LIBRARY SERVICES

PROGRAM: CORA J. BELDEN PUBLIC LIBRARY

CODE: 01550100

DEPARTMENT FUNCTION:

The Cora J. Belden Library, a vital part of Rocky Hill, supports and encourages the freedom to read, learn and discover in a welcoming environment. We provide friendly, knowledgeable service and access to a diversity of ideas, materials and experiences. We strive to enhance the quality of life in the community and to encourage lifelong learning and the love of reading.

The Cora J. Belden Library is a place that brings the community together. An estimated 150,000 people entered the library during the year, averaging 8 visits per resident. There were 506 meetings held in the library's rooms last year. There were 252,186 items checked out.

A six-member Library Board of Trustees, which is appointed by the Town Council, serves in a consulting capacity to the Library Director. The Library Director is appointed by the Town Manager.

Residents come to the Library to check out books, attend a program or meeting, research information for a class assignment, read magazines, see friends, or use a computer database or the Internet. The Library has something to offer every age and interest group in town.

BUDGET SUMMARY:

Full-time Personnel (\$643,082) includes the Library Director, Assistant Director/Technology, Assistant Director/Programming, Reference Librarian, Children's Librarian, Library Secretary, and five Library Assistants. Part-time Personnel (\$148,864) ensures coverage at public desks during all times when the library is open.

Fees and Contracts (\$38,000) include the Library Connection (Integrated Library System) support. Other services include staff training (\$2,200) in technology, customer service, and staff attendance at state conferences, and various miscellaneous business expenses (\$350). Postage (\$650) is for mailing of overdue, hold and interlibrary loan notices. Photocopier (\$1,600) is for lease, maintenance and supplies. Supplies include office (\$5,000) and technical (\$11,000) supplies, including packaging for many formats of materials for the library's varied collection. Library books (\$110,000) include books, magazines, audio books, videos and DVDs. Computers (\$1,500) for 2 new public access pcs.

Electronic Databases (\$13,000) includes Reference USA, and JobNow. Other (\$1,500) includes cultural programs (early literacy programs and book discussions) for residents and their families.

Dues (\$1,200) are for Connecticut Library Consortium, the American, New England and Connecticut Library Associations.

PERFORMANCE MEASUREMENTS:

	2012-13 ACTUAL	2013-14 EST.	2014-15 FORECAST
Borrowers	7802	7800	8000
Circulation	252186	255000	255000
Attendance	150049	150000	150000
Reference Questions	21216	22000	22000
Hours Open	2730	2700	2700

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01550100 CORA BELDEN LIBRARY

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FULL TIME SALARIES	5111	593,943	601,243	11.00	433,253	630,044	643,082	11.00	643,082	41,839
PART TIME SALARIES	5120	134,635	148,864		103,046	148,864	148,864		148,864	0
FEES	5326	36,500	38,000		37,419	37,419	38,000		38,000	0
TRAINING	5334	2,165	2,200		691	2,200	2,200		2,200	0
BUSINESS EXPENSES	5501	431	350		332	332	350		350	0
POSTAGE	5530	738	750		333	452	650		650	(100)
PHOTOCOPIER	5550	1,576	1,600		1,020	1,600	1,600		1,600	0
OFFICE SUPPLIES	5622	5,469	5,500		1,875	4,950	5,000		5,000	(500)
TECHNICAL SUPPLIES	5627	11,990	12,000		9,296	11,000	11,000		11,000	(1,000)
LIBRARY BOOKS	5650	108,449	110,000		74,905	110,000	110,000		110,000	0
COMPUTERS	5746	0	1,500		265	265	0		1,500	0
ELECTRONIC DATABASES	5748	12,919	13,000		7,359	13,000	13,000		13,000	0
OTHER EQUIPMENT	5749	1,500	0		0	0	0		0	0
CULTURAL PROGRAMS	5815	1,400	1,500		1,025	1,500	1,500		1,500	0
DUES & SUBSCRIPTIONS	5818	1,039	1,300		400	1,200	1,200		1,200	(100)
Totals		912,753	937,807	11.00	671,219	962,826	976,446	11.00	977,946	40,139

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: DEBT RETIREMENT

PROGRAM: PRINCIPAL PAYMENTS

CODE: 01700100

DEPARTMENT FUNCTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2013 - 2014. Principal payments are budgeted by specific projects. A debt service schedule for the current fiscal year payments and the remaining principal balance due at the end of this period is printed below. See page 107 for further Debt Retirement discussion.

In February of 2013, the Town issued \$7,160,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of August 15, 2004 for \$10,900,000. Prior to this refunding, the Town's last debt issue was in April of 2010, the Town issued \$7,420,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of December 15, 2000 for \$3,030,000 and September 1, 2001 for \$11,000,000.

	ORIGINAL ISSUE	PAYMENT DUE 2014-15	BALANCE DUE June 30, 2015
2004 Bonds for Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	10,900,000	\$0	\$0
2010 Refunding Bonds for School & Fire Building Improvements, Fire Trucks, High School Track & Auditorium, Maxwell Park, Road Improvements, and New Town Hall	\$7,420,000	\$880,000	\$3,955,000
2013 Refunding Bonds for Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	\$7,160,000	\$690,000	\$6,460,000
TOTALS		\$1,570,000	\$10,415,000

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01700100 PRINCIPAL PAYMENTS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
DEBT STEVENS SCHOOL TH	5924	10,734	0		0	0	0		0	0
DEBT COMMUNITY CENTER	5925	42,339	0		0	0	0		0	0
DEBT REAL PROPERTY ACQ	5926	59,633	0		0	0	0		0	0
DEBT ATHLETIC FIELDS	5927	193,807	0		0	0	0		0	0
DEBT COMM CTR GYM	5928	26,835	0		0	0	0		0	0
DEBT ROAD IMPROV 1999	5929	59,633	0		0	0	0		0	0
DEBT 699 OLD MAIN ROOF	5930	59,633	0		0	0	0		0	0
H.S. TRACK & AUDITORIUM 1999	5932	9,243	0		0	0	0		0	0
699 OLD MAIN RENOVATION 2003	5933	112,706	0		0	0	0		0	0
FIRE APPARATUS 2003	5934	75,437	0		0	0	0		0	0
REFUNDING BONDS 2010	5935	905,000	895,000		895,000	895,000	880,000		880,000	(15,000)
REFUNDING BONDS 2013	5936	0	350,000		350,000	350,000	690,000		690,000	340,000
Totals		1,555,000	1,245,000		1,245,000	1,245,000	1,570,000		1,570,000	325,000

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: DEBT RETIREMENT

PROGRAM: INTEREST PAYMENTS

CODE: 01700200

DEPARTMENT FUNCTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2014 – 2015. Unlike principal payments, that normally have fixed pay down amounts, interest payment amounts are reduced each year as the bond principal amounts are paid down until the retirement of the debt.

BUDGET SUMMARY:

The interest payments for items 5924 through 5936 on page 109 correspond to the principal payments on page 107.

The interest payments for items 5924 through 5930 and 5932 through 5934 corresponds to the Town issuing \$10,900,000 of twenty (20) year General Obligation Bonds in August of 2004, with the first interest payment being made on August 1, 2005. This issue has been refunded prior to maturity by the Town in February 2013.

In April of 2010, the Town issued \$7,420,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of December 15, 2000 for \$3,030,000 and September 1, 2001 for \$11,000,000 (item 5935).

In February of 2013, the Town issued \$7,160,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of August 15, 2004 for \$10,900,000 (item 5936).

On December 20, 2012, the Town issued \$2,000,000 of General Obligation Bonds Anticipation Notes (BANS) for the Rocky Hill High School Renovation Project (item 5937) with a Net Interest Cost (NIC) of 0.396% that matured on August 15, 2013. At maturity on August 15, 2013, the Town increased and issued \$4,100,000 of General Obligation Bonds Anticipation Notes (BANS) with \$2,000,000 for the Rocky Hill High School Renovation Project and \$2,100,000 for Land Acquisition (item 5938) that has a Net Interest Cost (NIC) of 0.249% that will mature on May 15, 2014. At maturity on May 15, 2014, Town is planning to increase by \$4,000,000 for Road Improvements and issue \$8,100,000 of BANS for between a six to nine months length of time.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01700200 INTEREST PAYMENTS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
DEBT STEVENS SCHOOL TH	5924	5,524	0		0	0	0		0	0
DEBT COMMUNITY CENTER	5925	21,789	0		0	0	0		0	0
DEBT REAL PROPERTY ACQ	5926	30,688	0		0	0	0		0	0
DEBT ATHLETIC FIELDS	5927	99,736	0		0	0	0		0	0
DEBT COMM CTR GYM	5928	13,810	0		0	0	0		0	0
DEBT ROAD IMPROV 1999	5929	30,688	0		0	0	0		0	0
DEBT 699 OLD MAIN ROOF	5930	30,688	0		0	0	0		0	0
H.S. TRACK & AUDITORIUM 1999	5932	4,757	0		0	0	0		0	0
699 OLD MAIN RENOVATION 2003	5933	58,000	0		0	0	0		0	0
FIRE APPARATUS 2003	5934	38,820	0		0	0	0		0	0
REFUNDING BONDS 2010	5935	241,850	214,900		116,400	214,900	188,200		188,200	(26,700)
REFUNDING BONDS 2013	5936	0	198,826		95,839	198,826	199,076		199,076	250
RHHS RENOVATION 2012	5937	0	25,000		5,177	8,912	25,000		25,000	0
LAND ACQUISITION 2012	5938	0	0		0	3,922	26,250		26,250	26,250
ROAD IMPROVEMENTS 2013	5939	0	0		0	0	50,000		50,000	50,000
Totals		576,350	438,726		217,416	426,560	488,526		488,526	49,800

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: BOARD OF EDUCATION

PROGRAM: OPERATING BUDGET

CODE: 01802

DEPARTMENT FUNCTION:

The Board of Education budget includes the Town Manager's recommendation for the total operating budget of the Rocky Hill Board of Education for the period July 1, 2014 through June 30, 2015. Article VIII of the Rocky Hill Town Charter requires that the Town Manager submit a recommended annual budget for all commissions, boards, and departments of the Town of Rocky Hill. State statute limits the Town Manager's authority over the school budget to a recommendation of a total amount to be appropriated for education purposes. After the Town Council approves the total allocation, the Board of Education has complete authority over how the total school budget is apportioned and the amount given to the various specific education programs.

BUDGET SUMMARY:

The total amount requested by the Board of Education for the school budget is \$33,459,389 an increase of \$1,799,795 (5.68%) over last year's Board of Education Adopted Budget.

The amount being recommended by the Town Manager for the Board of Education in the Proposed Budget is \$33,459,389, an increase of \$1,799,795 (5.68%) over last year's allocation for the Board of Education in the 2013-14 Adopted Budget.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01802 EDUCATION

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
BOARD OF EDUCATION	5809	30,193,935	31,659,594		16,165,432	31,659,594	33,459,389		33,459,389	1,799,795
Totals		30,193,935	31,659,594		16,165,432	31,659,594	33,459,389		33,459,389	1,799,795

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: INSURANCE

PROGRAM: EMPLOYEE BENEFITS

CODE: 01900100

DEPARTMENT FUNCTION:

The Employee Benefits budget provides funding for unemployment compensation, group insurance, and social security payroll tax benefits for municipal employees. In addition, the Town makes yearly contributions to the municipal employees and certain Board of Education employee's defined benefit pension plan, and to the police officers defined benefit pension plan. Since new union contracts have been negotiated with the NAGE Highway/Parks, the Library Employees (CILU) and the AFSCME Clerical any new hires are put into the Town's Defined Contribution Pension Plan. Any new hire must contribute 6% of his/her salary with the Town making a contribution of 50% of the employee contribution, or 3% of his/her salary.

BUDGET SUMMARY:

Group Insurance (\$3,398,385) includes funds for group health insurance (\$3,344,985), group life insurance (\$16,200) for municipal employees, and long-term disability insurance (\$37,200) for Town employees excluding police. The group health number is based on projected Blue Cross & Blue Shield health insurance rates starting on July 1, 2014.

The Social Security account (\$800,100) provides funding for the Town's share of the Social Security payroll tax for Town employees, and is driven by salary changes.

The Employee Pension (\$2,148,272) consists of the Town's actuarial base contribution to the Police and General Government Defined Benefit Pension Plans, the Town's 3% employer match to the Town's Defined Contribution Pension Plan, group life insurance, and other associated expenses. The pension contributions that the Town is budgeting to make are \$1,462,942 for the General Government Defined Benefit Pension Plan that includes non-certified employees of the Board of Education and Town employees, and \$571,380 for the Police Defined Benefit Pension Plan. Starting in the 2014 - 2015 budget year, the Town is budgeting \$10,500 for the Town's 3% match for new hires that make a 6% salary payment to the Town's Defined Contribution Pension Plan. In addition, \$91,800 is budgeted for pension group life insurance, and \$11,650 is budgeted for required valuation reports and other related expenses.

The OPEB Trust Contribution (\$150,000) is funding towards Town and Board of Education provided post-employment health & welfare benefits for its current and future retirees. In accordance with Government Accounting Standards Board Standard Number 45 (GASB 45), the Town had an actuarial valuation of its Other Post Employment Benefits (OPEB) performed pursuant to GASB 45 and with that, the Town established an OPEB Trust as of June 30, 2009.

Unemployment compensation is funded (\$28,800) at a level that is believed to be sufficient to cover potential staff changes. The Town reimburses the State of Connecticut for unemployment costs based upon actual experience.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01900100 EMPLOYEE BENEFITS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
GROUP INSURANCE	5210	3,376,284	3,396,918		2,496,039	3,366,918	3,398,385		3,398,385	1,467
SOCIAL SECURITY	5220	760,717	769,400		575,079	769,400	800,100		800,100	30,700
EMPLOYEE PENSION	5230	2,066,144	2,135,972		2,108,686	2,135,972	2,148,272		2,148,272	12,300
OPEB TRUST CONTRIBUTION	5232	100,000	150,000		150,000	150,000	150,000		150,000	0
UNEMPLOYMENT COMPENSATION	5250	15,785	21,000		20,068	21,000	28,800		28,800	7,800
Totals		6,318,931	6,473,290		5,349,872	6,443,290	6,525,557		6,525,557	52,267

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: INSURANCE

PROGRAM: PROPERTY & LIABILITY

CODE: 01900200

DEPARTMENT FUNCTION:

This budget provides funds for property and liability insurance for all Town of Rocky Hill departments, boards, committees, and commissions. The cost of employee health and life insurance is budgeted in the Employee Benefit budget. Administration of the Town's Property and Liability insurance program is the responsibility of a three member Insurance Committee that is appointed by the Town Council. The Town's insurance administration ordinance provides for the committee's selection of an insurance agent of record, for purposes of securing the best coverage for the best price for the Town.

BUDGET SUMMARY:

For the 2011 – 2012 adopted budget, the Insurance Committee awarded the multi-peril, the catastrophe, the public official liability, and the workers compensation insurance to CIRMA (Connecticut Interlocal Risk Management Agency).

- CIRMA for general liability, automobiles, and public official liability;
- CIRMA for property and boiler and machinery;
- CIRMA for a \$20 million umbrella and;
- CIRMA for its workers compensation insurance coverage.

CIRMA began operations in 1980 with its purpose being to meet the risk management and risk financing needs of Connecticut municipalities and local public agencies. CIRMA operates two risk-sharing pools, the Workers' Compensation Pool and the Liability-Automobile Pool.

The Insurance Committee at its December 21, 2011 meeting voted not to go with an insurance agent of record. At the Insurance Committee meeting on January 25, 2012, members approved to award the multi-peril, the catastrophe, the public official liability, and the workers compensation insurance to CIRMA for the budget years of 2012-2013, 2013-2014, and 2014-2015. For the Liability-Auto-Property (LAP) policy the premium is \$471,570, plus endorsements, for the 2014-2015 budget year. For the Workers' Compensation policy the Town is budgeting \$554,000, subject to a premium audit by CIRMA, for the 2014-2015 budget year.

For the 2014 – 2015 budget, the Town is budgeting \$51,700 for the administration of and the payment of any heart and hypertension claims that are not covered by workers compensation insurance.

From July of 2002 through June of 2010, the Town placed its workers compensation insurance coverage with Municipal Interlocal Risk Management Association (MIRMA). In 2010, the Board of Directors of MIRMA, as required by the State Insurance Commissioner, voted an assessment to each of its members from July 1, 2002 through June 30, 2009 which is allowed per the MIRMA Membership Agreement. From March 2010 through July 2013, the Town has made assessment installment payments totaling \$510,750. For budget year 2014-2015, the Town is projecting July 1, 2014 assessment payment will be \$161,467.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01900200 INSURANCE

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
WORKERS COMPENSATION	5260	493,282	527,800		409,823	527,000	554,000		554,000	26,200
HEART HYPERTENSION	5261	6,621	51,700		2,365	51,700	51,700		51,700	0
WORKERS COMP ASSESSMENT	5262	86,950	114,683		114,683	114,683	65,000		161,467	46,784
CATASTROPHE INSURANCE	5521	77,944	80,300		60,211	80,300	82,700		82,700	2,400
PUBLIC OFFICIALS LIABILITY	5523	77,756	80,650		60,066	80,650	82,600		82,600	1,950
MULTI-PERIL INSURANCE	5524	274,045	285,120		221,110	285,120	306,270		306,270	21,150
INSURANCE LOSS ACCOUNT	5525	8,606	40,000		13,307	40,000	40,000		40,000	0
SURETY BONDS	5527	4,000	4,000		4,000	4,000	4,000		4,000	0
Totals		1,029,204	1,184,253		885,565	1,183,453	1,186,270		1,282,737	98,484

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CONTINGENCY/RESERVE

CODE: 01900300

DEPARTMENT FUNCTION:

This account contains funding for extraordinary and unforeseen budget expenditures and for potential salary increases for Town non- bargaining employees and for those employees represented by bargaining agreements that have not been settled at the time of this budget presentation.

No expenditures are permitted against this account. As funding needs arise, transfers are approved to the appropriate budget by vote of the Town Council.

BUDGET SUMMARY:

The Contingency / Reserve account (\$849,000) is a reserve for unanticipated and for unbudgeted expenditures that could occur during the budget year. This contingency account can be used to cover the costs of some of the following items:

- for salary adjustments due to wage increases for union employees due to contractual agreements and for non-bargaining employees.
- for an overtime reserve for unanticipated overtime due to weather conditions and extended illness.
- for a benefit reserve for employee retirements that will cover the costs of those benefits (such as sick time, vacation time, and comp time) that certain personnel will be entitled to upon their retirement.
- for a reserve to cover energy costs for unanticipated increases for electricity, natural gas, heating oil, diesel fuel, and unleaded gasoline due to weather and price increases due to market conditions.
- for a reserve to pay for settlements of insurance claims, for unanticipated legal fees, and for other unbudgeted expenditures during the period.
- for a reserve for storm related recovery expenses that will provide for emergency funding for the clean up and other expenses that are the result of storms such as hurricanes, tornados, early snow storms, etc. that occurred during the budget year.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01900300 CONTIGENCY/RESERVES

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
CONTIGENCY ACCOUNT	5808	0	597,650		0	0	649,000		849,000	251,350
Totals		0	597,650		0	0	649,000		849,000	251,350

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: SPECIAL PROGRAM

PROGRAM: NON CLASSIFIED EXPENSE

CODE: 01900400

DEPARTMENT FUNCTION:

The Non Classified Expenditure budget is used for funding a variety of expenditures such as property tax abatement agreements, rental payments, fees, and license agreements.

BUDGET SUMMARY:

The Fee account (\$647) is for a license agreement between the Town and the American Society of Composers, Authors, and Publishers (ASCAP) to secure the use of members' copyrighted musical works and SESAC for a license to perform non-dramatic renditions of musical compositions.

The Rental account (\$1,475) is for the estimated property taxes on Rose Hill Cemetery property that is occupied by a drainage detention basin constructed during the town wide drainage improvement project (\$875). Also, this account is for the annual license agreement with the State of Connecticut for a railroad pipe crossing installed as part of the Belden Brook Outfall Project (\$500).

The Town Council approved an ordinance allowing tax abatements to firefighters and to emergency medical service personnel. By meeting certain requirements, individual volunteer firefighters and ambulance personnel can receive tax abatements for up to (\$1,000). These abatements are estimated to be \$60,600. The abatement will be reflected as a reduction on the individual's tax bill. The (\$1,000) for the fire and ambulance abatement accounts are for if the need arises that the Town needs to issue checks in order to provide the tax abatement.

The Tax Agreement account is to a fund program for those senior citizens that volunteer in the schools (\$10,000).

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01900400 SPECIAL PROGRAMS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
FEES	5326	17	320		333	320	647		647	327
EQUIPMENT RENTAL	5444	1,364	1,375		1,387	1,375	1,475		1,475	100
VOL FIRE ABATEMENT	5800	1,000	1,000		0	1,000	1,000		1,000	0
VOL AMBULANCE ABATEMENT	5801	0	1,000		0	1,000	1,000		1,000	0
TAX AGREEMENTS	5813	6,600	10,000		0	10,000	10,000		10,000	0
Totals		8,980	13,695		1,720	13,695	14,122		14,122	427

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CAPITAL IMPROVEMENTS

CODE: 01950000

DEPARTMENT SUMMARY:

The Capital Improvement budget is used to fund capital improvements with current revenue, surplus, or transfers from other funds. It includes capital expenditures that are one time in nature and would skew a department's operational budget change from year to year. In addition to funding current Capital Improvements, the Town appropriates funds that are transferred to the Reserve for Capital and Nonrecurring Expenditures Fund to be retained for future capital needs.

BUDGET SUMMARY:

The Town is budgeting (\$70,000) for a Town Efficiency Study of the various Town departments, operations, services, and policies.

The Town is budgeting (\$20,000) for the second year of expenditures associated with a Property Revaluation Project for the October 2018 Grand List.

The Town is budgeting (\$20,000) for back office permitting online system that will benefit various town departments.

The Town is budgeting (\$50,000) for the updating of the Town's Plan of Conservation and Development.

The budget line School Improvements – (\$1,615,000) is for: All Day Kindergarten modular classrooms (\$400,000); sprinklers at Stevens (\$950,000); bathroom renovations at Stevens (\$100,000); new digital radio/repeater security system including new portable radios (\$90,000); design and engineering costs for the replacement of two boilers at Griswold (\$25,000); and various small projects (\$50,000).

The Town is budgeting (\$35,000) for a roof replacement at Fire Station # 3.

The Town is budgeting (\$30,000) for building improvements at Academy Hall.

The Town is budgeting (\$186,000) for Town Building Improvements includes roof replacement at the highway garage (\$25,000), roof analysis for Town buildings (\$25,000), carpet for library (\$66,000), HVAC improvements for the police dispatch center (\$50,000), and underground fuel tank removal at the Library (\$20,000).

The Town is budgeting (\$350,000) for ground improvement at McVicar Field is the continuance to reserve funds toward the replacement of the field carpet.

The Town is budgeting (\$100,000) for sidewalk repairs. The Town will be reimbursed under the State Local Capital Improvement Program (LOCIP).

The Town is budgeting (\$200,000) for road repairs, curbing, parking lots, catch basins, and crack storm pipes.

The Town Aid Roads (TAR) budget line of (\$341,638) will be funded through an ongoing State Town Aid Road Fund Grant that is used for road maintenance.

The budget line Equipment – Fire Department for (\$162,000) is for funds toward the purchase of Air Packs to meet new safety standards.

The budget line Equipment – Highway Department for (\$40,496) is for the purchase of an air compressor, one plow and one flat bed for mason dump truck.

The budget line Equipment – Parks Department for (\$19,089) is lease payment number five of five for a Toro wide area mower.

The budget line Vehicles – Police Department (\$115,700) is to purchase and equip two new Ford Police Intercepts vehicles for the patrol division and the first of three lease payments for a lease /purchase of four detective/administration vehicles.

The budget line Vehicles – Highway Department (\$100,100) is to fund four lease payments: (1) will be the four of five lease payments for a new dump truck; (2) will be the four of five lease payments for a new Pay loader; (3) will be the third of four lease payments for a new forklift and; (4) will be the second of five lease payments for a new dump truck.

The budget line Vehicles – Mini Bus for (\$10,000) is to continue to reserve funds for the purchase of two elderly/disable buses.

The budget line Police Dispatch Console (\$533,333) is for funds toward the purchase of the Police Dispatch Console and Upgrade (anticipated cost \$1.6 million).

The Portable Classrooms for Schools budget line is for lease payments for modular classrooms at Stevens (\$36,000) and West Hill (\$45,000) schools respectively.

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

01950000 CAPITAL IMPROVEMENTS

OBJECT NAME	#	2012-2013 Actual	2013-2014 Adopted	FTE	2013-2014 YTD Actual	2013-2014 Projected	2014-2015Dpt Req	FTE	2014-2015 Town Mgr	Variance Town Mgr vs Adopted
EFFICIENCY STUDY OF TOWN	5323	0	70,000		20,000	0	70,000		70,000	0
ASSESSOR REVALUATION	5338	64,999	60,000		53,115	60,000	20,000		20,000	(40,000)
ONLINE ELECTRONIC PERMIT	5348	55,000	20,000		17,250	20,000	20,000		20,000	0
PLAN OF CONSERVATION	5349	0	50,000		0	50,000	50,000		50,000	0
SCHOOL IMPROV-SECURITY ITEMS	5719	0	350,000		20,160	350,000	0		0	(350,000)
SCHOOL IMPROVEMENTS	5720	410,019	1,418,121		0	1,418,121	1,615,000		1,615,000	196,879
BUILDING IMPRV FIRE	5723	45,000	0		0	0	35,000		35,000	35,000
BUILDING IMPRV ACADEMY HALL	5724	59,010	20,000		0	20,000	30,000		30,000	10,000
BUILDING IMPRV TOWN	5725	85,467	55,000		33,282	55,000	186,000		186,000	131,000
GROUND IMPRV MCVICAR	5727	150,000	50,000		0	0	350,000		350,000	300,000
LOCIP SIDEWALK/ROADS	5730	99,894	393,972		90,311	159,000	100,000		100,000	(293,972)
DESIGN GOFF BROOK BRIDGE	5733	49,986	0		0	0	0		0	0
REPAIRS TO ROADS - HIGHWAY	5734	96,041	0		0	190,000	200,000		200,000	200,000
TOWN AID ROADS	5738	170,958	341,916		393,658	341,916	341,638		341,638	(278)
EQUIPMENT-VIRTUAL ENVIR	5741	51,097	0		0	0	0		0	0
EQUIPMENT-FIRE DEPARTMENT	5752	0	0		0	0	486,000		162,000	162,000
EQUIPMENT-HIGHWAY	5753	0	0		0	0	40,496		40,496	40,496
EQUIPMENT-PARKS	5754	19,089	19,089		19,089	19,089	19,089		19,089	0
EQUIPMENT-POOL	5755	28,000	10,000		10,000	10,000	0		0	(10,000)
EQUIPMENT-POLICE DEPARTMENT	5756	0	0		0	0	60,000		0	0
VEHICLES-POLICE	5761	101,833	102,472		111,710	102,472	115,700		115,700	13,228
VEHICLES-HIGHWAY	5763	114,076	130,557		130,008	130,008	100,100		100,100	(30,457)
VEHICLES-PARKS	5764	26,247	0		0	0	0		0	0
VEHICLES-MINI BUS	5766	20,000	10,000		10,000	10,000	10,000		10,000	0
STREETSCAPE PROJECT	5790	170,000	85,000		0	0	0		0	(85,000)
MICROWAVE RADIO TRANSMITTER	5791	0	370,000		7,597	370,000	0		0	(370,000)
FIRE DEPT TRAINING CENTER	5792	24,999	25,000		0	25,000	0		0	(25,000)
REPAIRS TO ROADS-HIGHWAY	5793	179,987	0		0	0	0		0	0
POLICE DISPATCH CONSOLE	5795	0	0		0	0	1,600,000		533,333	533,333
PORTABLE CLASSROOMS	5797	36,000	36,000		16,200	36,000	36,000		36,000	0
PORTABLES-W HILL	5798	0	0		0	0	45,000		45,000	45,000
Totals		2,057,703	3,617,127		932,379	3,366,606	5,530,023		4,079,356	462,229

**TOWN OF ROCKY HILL
2014-15 ANNUAL BUDGET**

CAPITAL IMPROVEMENT PROGRAM

DEPARTMENT FUNCTION:

The Capital Improvement Program (CIP) is a forecast of Capital Expenditures for 2014-15 and for five years. The CIP may be changed from year to year based on the Capital needs of the community and its priorities.

BUDGET SUMMARY:

The 2014-15 CAPITAL IMPROVEMENT PROGRAM Budget reflects the need for Capital expenditures as requested by the various Town Departments and the Board of Education. Certain requests were funded for in this year's Budget. Also, included could be projects that have been approved by referendum and/or grants.

The funding for the CAPITAL IMPROVEMENT PROGRAM for future budget years are just projections unless it is a referendum item or a leased item.

This CAPITAL IMPROVEMENT PROGRAM section is divided into two sections by Town and Board of Education.

Section One – Town

- a. Summary of All Departments (including Miscellaneous Items) – Page 122 a
- b. Engineering Department - Page 122 b
- c. Facilities – Town Buildings - Page 122 c
- d. Fire Department - Page 122 d
- e. Highway Department – Page 122 e
- f. Human Services Department – Page 122 f
- g. Parks Department – Page 122 g
- h. Police Department – Page 122 h

Section Two – Board of Education – Page 122 be

Since a Town referendum for \$10 million for a road improvement plan was approved by the voters of the Town in November 2013, road improvements expenditures will be accounted for in a Capital Project Fund, not the General Fund, over the next four to five budget years.

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: SUMMARY

Description	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total
ENGINEERING DEPARTMENT						
Old Main St Bridge Sub Total (Referendum)	1,916,100.00	0.00	0.00	0.00	0.00	\$1,916,100.00
Sidewalk Repair Sub Total (LoCIP)	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	\$500,000.00
Town wide road preservation repair (Referendum)	1,940,000.00	2,000,000.00	2,000,000.00	2,000,000.00	0.00	\$7,940,000.00
Parking Lot Rehabilitation	0.00	300,000.00	300,000.00	300,000.00	300,000.00	\$1,200,000.00
Drainage Repair Sub Total (Referendum)	60,000.00					\$60,000.00
Drainage Repair Sub Total (CIP)	0.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00
Parks Sub Total	0.00	75,000.00	0.00	0.00	0.00	75,000.00
Engineering Department Sub Total	4,016,100.00	2,525,000.00	2,450,000.00	2,450,000.00	450,000.00	11,891,100.00
FACILITIES (TOWN BUILDINGS)						
Academy Hall Sub Total	30,000.00	0.00	0.00	0.00	0.00	30,000.00
Community Center Sub Total	0.00	0.00	7,000.00	0.00	0.00	7,000.00
Firehouse Sub Total	35,000.00	35,000.00	110,000.00	0.00	0.00	180,000.00
Highway Garage Sub Total	25,000.00	0.00	0.00	0.00	0.00	25,000.00
Library Sub Total	66,000.00	167,000.00	245,000.00	95,000.00	0.00	573,000.00
Police Department Sub Total	50,000.00	480,000.00	90,000.00	0.00	0.00	620,000.00
Town Buildings Sub Total	45,000.00	20,000.00	20,000.00	20,000.00	0.00	105,000.00
Town Hall Sub Total	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Facilities (Town Buildings) Sub Total	251,000.00	742,000.00	472,000.00	115,000.00	0.00	1,580,000.00
FIRE DEPARTMENT						
Buildings Sub Total	0.00	50,000.00	0.00	0.00	0.00	50,000.00
Fire Vehicles Sub Total	0.00	1,060,000.00	0.00	0.00	0.00	1,060,000.00
Fire Apperatus Sub Total	162,000.00	162,000.00	162,000.00	0.00	0.00	486,000.00
Fire Department Sub Total	162,000.00	1,272,000.00	162,000.00	0.00	0.00	1,596,000.00
HIGHWAY DEPARTMENT						
Buildings Sub Total	0.00	250,000.00	0.00	0.00	300,000.00	\$550,000.00
Equipment Sub Total	71,865.00	281,365.00	300,000.00	0.00	0.00	\$653,230.00
Roads Sub Total	200,000.00	300,000.00	350,000.00	400,000.00	500,000.00	\$1,750,000.00
Vehicles Sub Total	68,635.00	68,635.00	304,270.00	30,270.00	189,000.00	\$660,810.00
Town Road Aid (offset by State Grant)	341,638.00	0.00	0.00	0.00	0.00	\$341,638.00
Highway Department Sub Total	682,138.00	900,000.00	954,270.00	430,270.00	989,000.00	3,955,678.00

DEPARTMENT: SUMMARY

Description	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total
HUMAN SERVICES DEPARTMENT						
Bus Replacement Sub Total	10,000.00	10,000.00	60,000.00	10,000.00	10,000.00	100,000.00
Human Services Department Sub Total	10,000.00	10,000.00	60,000.00	10,000.00	10,000.00	100,000.00
PARKS DEPARTMENT						
Equipment Sub Total	19,332.00	190,900.00	115,000.00	15,000.00	180,000.00	520,232.00
Pools Sub Total	0.00	400,000.00	400,000.00	0.00	0.00	800,000.00
Parks Maintenance Sub Total	350,000.00	355,150.00	5,695.00	0.00	0.00	710,845.00
Vehicles Sub Total	0.00	42,000.00	0.00	58,000.00	50,000.00	150,000.00
Parks Department Sub Total	369,332.00	988,050.00	520,695.00	73,000.00	230,000.00	2,181,077.00
POLICE DEPARTMENT						
Building Sub Total	0.00	39,148.00	60,000.00	50,000.00	0.00	149,148.00
Dispatch and Radio Upgrades Sub Total	533,333.00	533,333.00	533,334.00	0.00	0.00	1,600,000.00
Vehicles Sub Total	115,553.00	115,553.00	115,553.00	87,472.00	87,472.00	521,603.00
Police Department Sub Total	648,886.00	688,034.00	708,887.00	137,472.00	87,472.00	2,270,751.00
Miscellaneous Town Items						
Revaluation for October 2018 Grand List	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	\$100,000.00
Plan of Conservation and Development	50,000.00	0.00	0.00	0.00	0.00	\$50,000.00
Electronic Permitting / GIS	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	\$100,000.00
Town Efficiency Study	70,000.00	0.00	0.00	0.00	0.00	\$70,000.00
Miscellaneous Town Items Sub total	160,000.00	40,000.00	40,000.00	40,000.00	40,000.00	320,000.00
TOTAL - TOWN	\$6,299,456.00	\$7,165,084.00	\$5,367,852.00	\$3,255,742.00	\$1,806,472.00	\$23,894,606.00
TOTAL - BOARD OF EDUCATION	\$1,696,000.00	\$1,617,055.00	\$1,460,000.00	\$311,500.00	\$175,000.00	\$5,259,555.00
TOTAL - CAPITAL IMPROVEMENTS	\$7,995,456.00	\$8,782,139.00	\$6,827,852.00	\$3,567,242.00	\$1,981,472.00	\$29,154,161.00
FUNDING SOURCES (2014 -2015 Budget)						
Town - General Fund Capital Improvement Budget (Cap Imp)	3,637,718.00					
State - Town Road Aid	341,638.00					
State - LoCIP	100,000.00					
Sub total	4,079,356.00					
Referendum - Road Improvements	3,916,100.00					
TOTAL	\$7,995,456.00					

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: ENGINEERING

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Old Main Street Bridge replacement								
Remove deck, abutments and wingwall build new	1	1,916,100.00					\$1,916,100.00	Referendum
Old Main St Bridge Sub Total (Referendum)		1,916,100.00	0.00	0.00	0.00	0.00	\$1,916,100.00	
SIDE WALK REPAIRS								
Town wide repairs cracks, trips and spalled concrete	1	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	\$500,000.00	LoCIP
Sidewalk Repair Sub Total (LoCIP)		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	\$500,000.00	
PAVEMENT REHABILITATION								
Town wide road preservation repair and reconstruction	1	1,940,000.00	2,000,000.00	2,000,000.00	2,000,000.00		\$7,940,000.00	Referendum
Parking Lot Rehabilitation	2		300,000.00	300,000.00	300,000.00	300,000.00	\$1,200,000.00	Unfunded
Pavement Rehabilitation Sub Total		1,940,000.00	2,300,000.00	2,300,000.00	2,300,000.00	300,000.00	\$9,140,000.00	
DRAINAGE REPAIRS								
Webber Moser Summit replace 12 basin drywells \$2500 each	1	30,000.00					\$30,000.00	Referendum
Trinity Ridge replace 500 ft 30inch CCMP with 30inch HDPE	1	30,000.00					\$30,000.00	Referendum
Beach Road remove twin 36 in install 10'x4', box culvert	5		50,000.00	50,000.00	50,000.00	50,000.00	\$200,000.00	Unfunded
Drainage Repair Sub Total		60,000.00	50,000.00	50,000.00	50,000.00	50,000.00	260,000.00	
Parks								
Buckley Park repair erosion	2		75,000.00				\$75,000.00	Unfunded
Parks Sub Total		0.00	75,000.00	0.00	0.00	0.00	75,000.00	
Sub Totals:		4,016,100.00	2,525,000.00	2,450,000.00	2,450,000.00	450,000.00	11,891,100.00	
Less: Referendum and LOCIP Items		4,016,100.00	2,100,000.00	2,100,000.00	2,100,000.00	100,000.00	10,416,100.00	
Totals:		0.00	425,000.00	350,000.00	350,000.00	350,000.00	1,475,000.00	

TOWN OF ROCKY HILL

CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: FACILITIES (TOWN BUILDINGS)

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Academy Hall								
Various repairs (windows, foundation)	1	30,000.00					\$30,000.00	Cap Imp
Academy Hall Sub Total		30,000.00	0.00	0.00	0.00	0.00	\$30,000.00	
Community Center								
Refinish gym floor	3			7,000.00			\$7,000.00	Unfunded
Community Center Sub Total		0.00	0.00	7,000.00	0.00	0.00	\$7,000.00	
Firehouses								
No 1 - ADA compliant bathroom, locker and assembly room improvements	3		35,000.00				\$35,000.00	Unfunded
No 1 - Watchroom upgrade	3			60,000.00			\$60,000.00	Unfunded
No 3 - Roof Replacement	1	35,000.00					\$35,000.00	Cap Imp
No 3 - Emergency generator upgrade	3			50,000.00			\$50,000.00	Unfunded
Firehouse Sub Total		35,000.00	35,000.00	110,000.00	0.00	0.00	\$180,000.00	
Highway Garage								
Roof Replacement	1	25,000.00					\$25,000.00	Cap Imp
Highway Garage Sub Total		25,000.00	0.00	0.00	0.00	0.00	\$25,000.00	
Library								
Install emergency generator	2		100,000.00				\$100,000.00	Unfunded
Carpet replacement	1	66,000.00	67,000.00				\$133,000.00	Cap Imp
Convert alcove into study room	3			10,000.00			\$10,000.00	Unfunded
Window replacement	3-4			150,000.00	75,000.00		\$225,000.00	Unfunded
Restroom upgrades	3			85,000.00			\$85,000.00	Unfunded
New lighting	4				20,000.00		\$20,000.00	Unfunded
Library Sub Total		66,000.00	167,000.00	245,000.00	95,000.00	0.00	\$573,000.00	

DEPARTMENT: FACILITIES (TOWN BUILDINGS)

Description	Priority	Prop	FY	FY	FY	FY	5 Year Total	Funding
		2014-15	2015-16	2016-17	2017-18	2018-19		
Police Department								
Detention cell improvements	1		270,000.00				\$270,000.00	Unfunded
Emergency generator upgrade	2		150,000.00				\$150,000.00	Unfunded
Underground fuel storage tank removal (including environmental study), water heater natural gas conversion	2		60,000.00				\$60,000.00	Unfunded
Dispatch center HVAC improvements	1	50,000.00					\$50,000.00	Cap Imp
Vehicle impound yard and parking lot light upgrades (\$45k for lights)	1			90,000.00			\$90,000.00	Unfunded
Police Department Sub Total		50,000.00	480,000.00	90,000.00	0.00	0.00	\$620,000.00	
Town Buildings								
Building roof analysis	1	25,000.00					\$25,000.00	Cap Imp
Underground fuel storage tank removal (including environmental study) at Library, Firehouse No 1, 2 & 3	1-5	20,000.00	20,000.00	20,000.00	20,000.00		\$80,000.00	Cap Imp
Town Buildings Sub Total		45,000.00	20,000.00	20,000.00	20,000.00	0.00	\$105,000.00	
Town Hall								
Humidification upgrades	2		40,000.00				\$40,000.00	Unfunded
Town Hall Sub Total		0.00	40,000.00	0.00	0.00	0.00	\$40,000.00	
TOTAL		\$251,000.00	\$742,000.00	\$472,000.00	\$115,000.00	\$0.00	\$1,580,000.00	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: FIRE

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Buildings								
Facility Modification, Study to Widen Truck Bay and other facility improvements	3		50,000.00				\$50,000.00	Unfunded
Buildings Sub Total		0.00	50,000.00	0.00	0.00	0.00	50,000.00	
Fire Vehicles								
Refurbish Rescue-2 (24 years old) <i>Estimate on File</i>	1		260,000.00				\$260,000.00	Unfunded
New quint style pumper to replace Engine-1	1		800,000.00				\$800,000.00	Unfunded
Fire Vehicles Sub Total		0.00	1,060,000.00	0.00	0.00	0.00	1,060,000.00	
Fire Apperatus / Equipment								
Replace Air Packs, the current inventory of air packs no longer meets safety standards	5	162,000.00	162,000.00	162,000.00			\$486,000.00	Cap Imp
Fire Apperatus Sub Total		162,000.00	162,000.00	162,000.00	0.00	0.00	\$486,000.00	
TOTAL		\$162,000.00	\$1,272,000.00	\$162,000.00	\$0.00	\$0.00	\$1,596,000.00	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: HIGHWAYS

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Buildings								
Steel building 80 x 110 with a dedicated truck wash bay transfer station \$200,000 puts the highway vehicles in one building	1		250,000.00				\$250,000.00	Unfunded
Above ground fuel tanks replaces a 10,000 gallon and 4,000 gallon inground tanks with 2-10,000 gallon above ground tanks	4					300,000.00	\$300,000.00	Unfunded
Buildings Sub Total		0.00	250,000.00	0.00	0.00	300,000.00	\$550,000.00	
Equipment								
Air compressor for crack sealing replaces 1987 Atlas xas 50 compressor	1	15,000.00					\$15,000.00	Cap Imp
flat bed for 28RH mason dump replaces body	1	15,000.00					\$15,000.00	Cap Imp
Plow replaces an old plow	1	10,500.00					\$10,500.00	Cap Imp
Wheeled excavator trade in both our 1996 and 1998 backhoes. Estimate \$250,000 minus trade in of \$50,000	1		250,000.00				\$250,000.00	Unfunded
Large roller \$100,000 additional roller for overlays	2			100,000.00			\$100,000.00	Unfunded
John Deere Payloader	1	31,365.00	31,365.00				\$62,730.00	Lease - CIP
Payloader replaces a 1989 John Deere 624E Loader	3			200,000.00			\$200,000.00	Unfunded
Equipment Sub Total		71,865.00	\$281,365.00	\$300,000.00	\$0.00	\$0.00	\$653,230.00	

DEPARTMENT: HIGHWAYS

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Roads								
General operating budget including street overlay, curb repair, catch basin repairs, drainage repairs, and others listed below:	1	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	\$1,000,000.00	Cap Imp
Maintenance of Upgraded Roads by Road Referendum Funding	2		100,000.00	150,000.00	200,000.00	300,000.00	\$750,000.00	Unfunded
Drainage for icing runoff Bayberry La							\$0.00	Referendum
Drainage for icing runoff Parish Rd							\$0.00	Referendum
Headwall Westbrook Rd							\$0.00	Referendum
Road Overlay-Mountainview Dr, Fern St, Lilola Rd, Lake Rd, Park Rd, Overlook, Capitol Blvd							\$0.00	Referendum
Roads Sub Total		200,000.00	300,000.00	350,000.00	400,000.00	500,000.00	\$1,750,000.00	
Vehicles								
2011 - Mack Dump Truck	1	32,285.00	32,285.00				\$64,570.00	Lease - CIP
Clark CQ30 Forklift	1	6,080.00	6,080.00				\$12,160.00	Lease - CIP
2013 - Mack Dump Truck	1	30,270.00	30,270.00	30,270.00	30,270.00		\$121,080.00	Lease - CIP
6 wheel dump truck replaces a 1987 Ford L8000 puts a 1991 Ford L8000 in spare status (Lease)	3			189,000.00			\$189,000.00	Unfunded
Mason dump truck replaces a 2000 Ford F550 (Lease or Purchase)	3			85,000.00			\$85,000.00	Unfunded
6 wheel dump truck replaces a 1986 Ford L8000 puts a 1994 Freightliner FL70 DT in spare status (Lease)	4					189,000.00	\$189,000.00	Unfunded
Vehicles Sub Total		68,635.00	68,635.00	304,270.00	30,270.00	189,000.00	\$660,810.00	
TOTAL		\$340,500.00	\$900,000.00	\$954,270.00	\$430,270.00	\$989,000.00	\$3,614,040.00	
Other								
Town Road Aid (offset by State Grant)		341,638.00					\$341,638.00	Cap Imp

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: HUMAN SERVICES

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Bus Replacement								
Bus Replacement Fiscal Year 16-17, Replace 2008 Bus - Anticipate State DOT grant will be available.	1	10,000.00	10,000.00				\$20,000.00	Cap Imp
Bus Replacement Fiscal Year 16-17 - Anticipate State DOT grant will be available to provide 75% of purchase cost. New bus will cost \$60,000, Town has \$20,000, State will pay balance of \$40,000.	3			60,000.00			\$60,000.00	Possible State Grant 75% Reimbursed. Town NRF 25%.
Bus Replacement Fiscal Year 19-20, allocate funds for 2019-20 bus replacement.	4				10,000.00	10,000.00	\$20,000.00	Unfunded
Bus Replacement Sub Total		10,000.00	10,000.00	60,000.00	10,000.00	10,000.00	100,000.00	
TOTAL		\$10,000.00	\$10,000.00	\$60,000.00	\$10,000.00	\$10,000.00	\$100,000.00	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: PARKS

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Equipment								
bleachers RHHS McVicar	1		155,000.00				\$155,000.00	Unfunded
Lease 16' wide area mower lease (#5 of 5)	1	19,332.00					\$19,332.00	Lease - CIP
ZTR	2		16,500.00				\$16,500.00	Unfunded
diving board- RHHS	2		5,900.00				\$5,900.00	Unfunded
diving board stand- RHHS	2		13,500.00				\$13,500.00	Unfunded
convault deisal tank	3			15,000.00			\$15,000.00	Unfunded
playground replacement for Elm Ridge	3			100,000.00			\$100,000.00	Unfunded
ZTR	4				15,000.00		\$15,000.00	Unfunded
16 feet wide area mower	4					90,000.00	\$90,000.00	Unfunded
Case Backhoe	4					90,000.00	\$90,000.00	Unfunded
Equipment Sub Total		19,332.00	190,900.00	115,000.00	15,000.00	180,000.00	520,232.00	
Pools								
Elm Ridge splash pad and large pool	1		400,000.00	400,000.00			\$800,000.00	See Below A
Pools Sub Total		0.00	400,000.00	400,000.00	0.00	0.00	\$800,000.00	
Parks Maintenance								
McVicar Field : Field Turf Replacement and Track Replacement	1	350,000.00	300,000.00				\$650,000.00	See Below B
fence for RHHS backstop	2		5,150.00				\$5,150.00	Unfunded
replace ER bball courts	2		50,000.00				\$50,000.00	Unfunded
reset of chainlink fence Maxwell Park	3			5,695.00			\$5,695.00	Unfunded
Parks Maintenance Sub Total		350,000.00	355,150.00	5,695.00	0.00	0.00	710,845.00	
Vehicles								
F350 4 wheel drive w plow	2		42,000.00				\$42,000.00	Unfunded
F450 Dump Truck 4WD w plow	3				58,000.00		\$58,000.00	Unfunded
F350 utility body 4-wd w plow	4					50,000.00	\$50,000.00	Unfunded
Vehicles Sub Total		0.00	42,000.00	0.00	58,000.00	50,000.00	150,000.00	
TOTAL		\$369,332.00	\$988,050.00	\$520,695.00	\$73,000.00	\$230,000.00	\$2,181,077.00	

Below A - Town will be applying for a State Grant for \$1,000,000 (anticipating a 80% State, 20% Town split).

Below B - Applying for a STEAP Grant for Field Turf replacement. If awarded a STEAP Grant, the \$350,000 will be used for track replacement.

Allowing for possible cost savings by doing both simultaneously.

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: POLICE

Description	Priority	Prop 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 Year Total	Funding
Building								
Radio Console Furniture	5			60,000.00			\$60,000.00	Cap Imp
Replace Locker Room Flooring	1		18,464.00				\$18,464.00	Unfunded
Secure Property Room Storage	2		20,684.00				\$20,684.00	Unfunded
Replace Second Floor Carpeting	3				50,000.00		\$50,000.00	Unfunded
Building Sub Total		0.00	39,148.00	60,000.00	50,000.00	0.00	\$149,148.00	
Dispatch and Radio Upgrades								
Dispatch Console & Radio Upgrade	5	533,333.00	533,333.00	533,334.00			\$1,600,000.00	Cap Imp
Dispatch and Radio Upgrades Sub Total		533,333.00	533,333.00	533,334.00	0.00	0.00	1,600,000.00	
Vehicles								
Replace 2 Vehicles - Purchase 2 New Police Line Vehicles	1	87,472.00					\$87,472.00	Cap Imp
Replace 2 Vehicles - Purchase 2 New Police Line Vehicles	2		87,472.00				\$87,472.00	Unfunded
Replace 2 Vehicles - Purchase 2 New Police Line Vehicles	3			87,472.00			\$87,472.00	Unfunded
Replace 2 Vehicles - Purchase 2 New Police Line Vehicles	4				87,472.00		\$87,472.00	Unfunded
Replace 2 Vehicles - Purchase 2 New Police Line Vehicles	4					87,472.00	\$87,472.00	Unfunded
Replace 4 Vehicles - 3 yr Lease @ \$28,081 per yr - Payment One	1	28,081.00					\$28,081.00	Cap Imp
Replace 4 Vehicles - 3 yr Lease @ \$28,081 per yr - Payment Two	2		28,081.00				\$28,081.00	Unfunded
Replace 4 Vehicles - 3 yr Lease @ \$28,081 per yr - Payment Three	3			28,081.00			\$28,081.00	Unfunded
Vehicles Sub Total		115,553.00	115,553.00	115,553.00	87,472.00	87,472.00	\$521,603.00	
TOTAL		\$648,886.00	\$688,034.00	\$708,887.00	\$137,472.00	\$87,472.00	\$2,270,751.00	

ADOPTED BY THE BOE ON FEBRUARY 27, 2014

ROCKY HILL BOE PROPOSED CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2015

DESCRIPTION	SCHOOL	NOTES	TOWN ADOPTED CIP 2013-2014	SUPT. PROPOSED 2014-2015	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 YEAR TOTAL
Portable Classrooms Lease 3 portables	Stevens	Payment 4 of 5 in FY 2014-15; Extend lease for 2 more years until CREC school comes on line	36,000	36,000	36,000	36,000	36,000		144,000
Upgrade Bathrooms	Stevens	Provide district with a systematic approach to updating bathrooms to ensure proper facilities for all students. This would include enclosures, sinks, and plumbing fixtures.	173,000						0
Upgrade Fire Protection System	West Hill	Add fire sprinkler system, upgrade fire alarm system, and remove/replace acoustical ceilings.	1,245,121						0
Security Improvements in the Schools	West Hill, Stevens, GMS	Public address systems, phone systems, monitors, inter-com. Town/BOE awarded School Security Competitive Grant in December, 2013 in the amount of \$144,914. Spend grant by 6/30/15) Do GMS Installation in FY 2015-16	350,000						0
Portable Classrooms Lease 3 portables for All-Day Kindergarten	West Hill	Portable classrooms (3) are needed to implement a complete all-day kindergarten program (3 year lease)		45,000	45,000	45,000			135,000
Portable Classrooms Construction Costs	West Hill Stevens	All day kindergarten. Infrastructure for 4 portable classrooms: foundation, electric, sprinklers, telephone, architect/engineering fees, insurance, site prep, contingency		400,000					400,000
Interior security doors to right upon entering to limit access to classrooms	West Hill	Need to limit access to classrooms for anyone entering in front door, both during school hours and when gym and cafeteria are in use after hours.		7,000					-
Cafeteria/Gym separating wall	West Hill	Need smaller and more manageable separating wall					75,000		75,000
Improve lighting in cafeteria	West Hill	Current lighting in cafeteria are round ball like fixtures that need to be updated				10,000			10,000
Upgrade bathrooms	West Hill	Cost per full bathroom upgrade is \$120,000. There are also smaller bathrooms to be upgraded (faculty, principal, cafeteria)				240,000			240,000
Paint Gym and Add Lighting	West Hill	Gym is in need of painting. Proper color selection with improve overall lighting of room			30,000				30,000
Replace floor tiles	West Hill	East side locker tile floor replacement: may contain asbestos (not included in cost estimate)		0	23,000				23,000
Hallway lighting (see also bond notes at end)	West Hill	Install new lighting in all hallways			100,000				100,000
Replace carpeting with floor tiles (see also bond notes at end)	West Hill	Consider including in a bond referendum along with other West Hill improvements.				450,000			450,000
Additional portable for storage	West Hill	Additional storage space needed			100,000				100,000
Bathroom Renovations	Stevens	Meet ADA requirements		100,000					
Upgrade Fire Protection System	Stevens	Add fire sprinkler system, upgrade fire alarm system, and remove/replace acoustical ceilings.		950,000					950,000
Replacement of Countertops sinks and cabinetry, classroom blinds, wall mats for gym	Stevens	Countertops, sinks and cabinetry installed in 1957 and in 1967. Worn, stained, inoperable. Blinds in classroom are 17 years old, difficult to operate or are inoperable, may impact security			25,000	25,000			50,000
Install handicap opener on front door	Stevens	Bring entry way into compliance with ADA		10,000					10,000
Remove underground oil tank	Stevens	Remove abandoned oil tank. More information is needed on this				50,000			50,000
Remove underground oil tanks	GMS	Remove abandoned oil tanks (2). More information is needed on this				50,000			50,000
Replace two Boilers	GMS	Boilers installed when school constructed in 1963 and must be replaced. Design/engineering cost in 2014-15, Installation costs in following year		25,000	220,000				245,000

ROCKY HILL BOE PROPOSED CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2015

DESCRIPTION	SCHOOL	NOTES	TOWN ADOPTED CIP 2013-2014	SUPT. PROPOSED 2014-2015	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	5 YEAR TOTAL
HVAC Engineering Study, - Air Condition Balance of School	GMS	Engineering study in 2014-15 to determine amount of ductwork currently installed throughout school and determine cost for additional equipment required. \$250,000 is just a placeholder figure. Consider bond issue.		0	25,000	250,000			275,000
Storage Facility - trailer	GMS	Storage facility needed to house portable bleachers. The portable bleachers were previously stored in hallways and cited as a fire/safety hazard.		0	15,000				15,000
Bleacher Replacement	GMS	Current bleachers restrict access and potentially pose a safety issue			20,000				20,000
Improve lighting in common areas	GMS	Lighting need to be replaced			20,000				20,000
Install additional parking	GMS	Additional parking is needed			35,000				35,000
New digital radio/repeater security system integrated with police department	District Wide	All new portable radios to be used in all schools and central office for emergencies. Totally independent of telephone system. System selected by the Rocky Hill Police Department. Includes radios for all schools and police cruisers		90,000					90,000
Security Improvements in the Schools	West Hill, Stevens, GMS	Security program started in FY 2013-14 with \$494,914. GMS Equip. \$168,574, Installation \$202,455: Total \$371,029 West Hill Equip. \$192,458 Installation \$164,468: Total \$356,927 Stevens Equip \$204,716 Installation \$142,497: Total \$347,213			580,255				580,255
Technology	District Wide	New technology infrastructure and hardware in the school system.			22,800	14,000	10,500		47,300
Technology	District Wide	Physical Cable Plant: Data cabling upgrades for the data infrastructure network (Infrastructure grant awarded in December, 2013 for \$113,543, and thus no expenditure proposed in 2014-15)			85,000	85,000	15,000		185,000
PM Program: Systematic HVAC Upgrade/Kitchen Equipment Upgrades	District Wide	Make systematic upgrades to compressors, walk-in coolers, boilers, etc.		0	20,000	20,000	20,000	20,000	80,000
PM upgrade all pneumatic control systems in schools needed for 5 years if no bonding referendum	District Wide	Current control system are outdates and parts obsolete. Estimates and timing may vary if included in a bond proposal			50,000	50,000	50,000	50,000	200,000
PM Program: Systematic school by school ceiling panels & light Fixtures replacement	District Wide	Establish district-wide program to systematically identify fixtures that are damaged or in need of updating, potential savings in energy costs. RHHS is included in the ongoing renovations.			30,000	30,000			60,000
PM Program: Systematic Furniture Replacement	District Wide	Provide funds to replace classroom furniture (teachers and students) each year		10,000	30,000	25,000	25,000	25,000	115,000
PM Program: Systematic Carpet Replacement. Only needed at GMS if bonding is passed on West Hill and Stevens	District Wide	Establish district-wide program to systematically identify flooring that is damaged or in need of updating.			40,000	30,000	30,000	30,000	130,000
PM Program: Systematic Interior Painting Program	District Wide	Establish district-wide program to systematically schedule painting of surfaces in order to maintain optimal appearance of each facility.		23,000	50,000	50,000	50,000	50,000	223,000
Duct Cleaning	District Wide	Ducts have not been cleaned; work to be undertaken by a contractor			15,000				15,000
TOTALS			1,804,121	1,696,000	1,617,055	1,460,000	311,500	175,000	5,259,555